FORMAT FOR REQUISITION OF RESTRICTED ITEMS

Ref. No.

To: _____

From: _____

Sl. No.	Items (*)	Existing					New Request			Remarks
		Qty. (**)	Yr. of Procurement	Source of Funding	To Whom Issued	Qty. to be surrendered	Qty.	Source of Funding	Estimated Cost	

Comments (Head of the Agency):

Comments (DADM) / DBA

Finance Secretary

NOTE: (For Vehicles)

(*) Specify the type of vehicle

(**) Include registration number.