



Requisition Form

Date:

Name:.....

Designation:.....Employee/HR Code:.....

Project:.....Work Area:.....

Purpose:.....

SL	Description of Items	Qty. Requested	Qty. Received	Remarks
01	Package A (1 Page)			
02	Package B (Above One Page)			
03	Package C Add URL			

Sl. No.	Package Name	Description	Price
1.	Package A	Create own page (1 page))	1500/
2.	Package B	Create own page (2 page)	2000/
3.	Package C	Add URL	1000/

Requested By

Approved By

Signature & Date

Project Administrator
Employee / HR Code.....