

DEMAND REQUISITION (WITH UTILISATION) CERTIFICATE

Book No. **04**

Reference No.

Sl. No. **320**

Dated *2/3/20*

The Director,  
NEIGRIHMS, Shillong

SAMPLE

Sir,

This department/Section requires the following stores for functioning of the department and the same is projected requirement for the ..... quarter of the financial year

Sl No.	Description of Stores	Technical Specification/ supporting documents	Delivery schedule, desired	Quantity required	Purchase sources/ producing organization (Minimum)	Quantity in stock	Rate of Consumption	Tentative Price
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

It is also certified that the items which were procured before had been utilized for the purpose for which they were procured. The remaining items as indicated above also will be utilized for the purpose for which they have been procured.

Authority recommended for inspection/ acceptance of Stores:

Prepared by:

Entered in demand  
Requisition register:

In-Charge/Head of the department

Checked by:

Name of the Department/Section