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|  **KENYA FORESTRY RESEARCH INSTITUTE** |
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*No.0000* PURCHASE REQUISITION

DIVISION FIRMS APPROVED………………………………..SECTION……………………………………PROJECT……………………………………….DATE……………..20…………..

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2. Urgent basis (“ “ “…………………………….(date)
3. Emergency basis (“ “ “…………………………….(date)
 | ORIGINATOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FOR DELIVERY TO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PREPARED BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ACCOUNT NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FINANCIAL ALLOCATION\_\_\_\_\_\_\_DESIGNATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BALANCE AVAILABLE\_\_\_\_\_\_\_\_\_\_ |

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| ITEM No. | QUANTITY | DESCRIPTIONSUPPLIER’S CATALOGUE No. SHOULD BE QUOTED IF KNOWN | REASONS FOR REQUIREMENT AND WHERE TO BE USED | PRICE AND DISCOUNT | WORKS ORDER OR STORES CODE | PREVIOUS ORDER AND UNIT PRICE CHARGED | TO BE COMPLETED BY STORES IN RESPECT OF STOCK ITEMS |
| IN STOCK | ON ORDER | AVERAGEConsumption per month |
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| AUTHORISED BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DESIGNATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_APPROVED FOR SOURCING\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_APPROVED FOR PURCHASE ACTION BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | TO BE COMPLETED AT THE PURCHASING SECTION FROM WHICH THE OFFICIAL ORDER IS ISSUED |
| APPROVED FOR OFFICIAL ORDER | INSTITUTE ORDER No.5 | PREPARED BY | CHECKED BY | DATE |
|  |  |  |  |  |
| QUOTATION/TENDER NO. | DATE PREPARED AND SENT TO PROSPECTIVE BIDDERS | CHECKED BY | CLOSING DATE |