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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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| ITEM No. | QUANTITY | DESCRIPTION  SUPPLIER’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 | | AVERAGE  Consumption 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 | |
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| QUOTATION/TENDER NO. | | DATE PREPARED AND SENT TO PROSPECTIVE BIDDERS | | CHECKED BY | | | | CLOSING DATE | |