



ROYAL GOVERNMENT OF BHUTAN
Dzongkhag Administration
Lhuentse
Procurement Unit



LDA/.....

Date:.....

CATERING SERVICES REQUISITION FORM
(Form to be used to obtain Catering Services Approval for any planned events)

*The Procurement Officer,
Dzongkhag Administration
Lhuentse.*

Sir,
The undersigned official hereby submits the requisition for placing the supply order for conducting _____ on date _____ as per the approved note sheet. Vide _____ and Payment shall be met from..... (Please mention budget head).

Sl No.	Name & Description of Item	Unit	Qty	Remarks
1				Date of the Event: Delivery Venue: Delivery Time: Required Caterer No. Utensils Required:
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

(Signature)
Name & Designation (User)

(Signature)
Name & Designation
(Head of Section/Division)

Procurement Sector