



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 meet 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