



འབྲུག་འགྲེམ་རང་སྐྱོང་ཚད་ལྡན་ལྷན་ལས་འཛིན།

BHUTAN POSTAL CORPORATION LIMITED

Form: I

### Requisition for IT Equipment

To,

Date: .....

Head

ICT Division

Bhutan Post: Thimphu

#### 1. Details of the requesting official

a. Name: .....

b. Division/Region/Post Office: .....

#### 2. Details of the ICT equipments requested for

a. Particular Name: .....

b. Numbers required: .....

c. Purpose:

.....  
.....  
.....

Signature: .....

Recommended/Forwarded by: Name: ..... Signature: .....

Division/Regional Head: .....

Remarks: .....

.....



འབྲུག་འགྲེམ་རང་སྐྱོང་ཚད་ལྡན་ལས་འཛིན།

BHUTAN POSTAL CORPORATION LIMITED

**Form: I**

## Requisition for IT Equipment

Comments from Head, ICT Division:

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### For Administrative Purpose Only (Procurement Unit)

Particulars Purchased: .....

Numbers Purchased: .....

Codification No(s): .....

Note sheet No. : .....

Purchase Order: .....

Name: ..... Signature: .....