

**INSTITUTE OF BUSINESS ADMINISTRATION  
KARACHI**

**REQUISITION FORM**

REQUISITION NO \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

DATE \_\_\_\_\_

<b>S. No.</b>	<b>Description of items</b>	<b>Quantity Req.</b>	<b>Quantity Issued</b>	<b>Last Issued date</b>	<b>Last issued Quantity</b>	<b>Remark \ Balance</b>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

\_\_\_\_\_  
**Recommended by Sectional head**

**Requested by Mr./Ms** \_\_\_\_\_

**Receiver Name** \_\_\_\_\_

\_\_\_\_\_  
**Incharge Store**

**Receiver Signature** \_\_\_\_\_

\_\_\_\_\_  
**Admin. Officer**

**Approved**

\_\_\_\_\_  
**Director Administration**