



# UNIVERSITY FOR DEVELOPMENT STUDIES



## PURCHASE/SERVICE REQUISITION

### A. FOR COMPLETION BY ORIGINATOR OF REQUEST [Please Complete in Duplicate]

Name		<b>PURPOSE/BACKGROUND INFORMATION:</b>
Designation		
Dept./faculty		

### DETAILS OF ITEMS/SERVICE REQUESTED FOR:

No	ITEM DESCRIPTION	QTY	Estimated Cost	No of Requests this year

### DECLARATION:

I certify that the items/services I have requested above and the quantities thereto are correct and are to be used to enable me carry out my Official duties.

Signature: ..... Date: ...../...../..... Tel. No.:.....

### B. CERTIFICATION:

I certify that the items/services requested are necessary for the claimant to fulfill his/her Official duties

.....  
Dean/Director/H.o.D (where applicable): ..... Date

### C. TECHNICAL RECOMMENDATION:

This request has been cross-checked and (i) recommended for approval   
(ii) Not recommended for approval

The estimated cost of this activity is GH¢.....  
RECOMMENDATION BY:

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

#### D. BUDGETARY ALLOCATION:

I hereby confirm that provision HAS / HAS NOT been made in the 20. .... Budget year for this activity and; that sufficient funds are AVAILABLE / NOT AVAILABLE to cover this expenditure

.....  
Director of Finance /  
Campus Accountant (Where Applicable) Date

#### E. APPROVAL :

Based on my assessment of sections A – D above; I DO / DO NOT approve this request.

.....  
Vice-Chancellor/ Principal Date  
Dean/ Director (where applicable)

*NB: Additional sheets may be used to give detailed description of items and any other additional information*