



# UGEN TRADING HOUSE

## REQUISITION FORM FOR THE OFFICE STATIONARIES

Date:        /        /

To : .....(Stationaries issuing Authority)

From : .....

Designation : .....

Division (UTH/UEM/UA/FENESTA/UIT/UE) : .....

Sl. no	Items	Quantity	Remarks

Date & Signature of Applicant

### Remarks/Recommendation of Supervisor / Issuing Authority