

PROCUREMENT REQUISITION

[For Submission to Procurement Management Unit (PMU)]



NAME OF PROCURING ENTITY: MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES

Procuring Entity Code No: PA/007/

Type of Procurement: Service

Subject of Procurement: Provision of Air tickets

User Department:

S/N	Name	From	Time	To	Time	Class	Travel date	Return date	Estimated cost
1.									
2.									
3.									
Estimated Total cost									

Balance of Fund available for this procurement [to be filled by finance section]:

Vote No.	Name of Programme/Project	Item under budget	Balance available
Confirmation of Fund Balance (Head of Finance)	Name:	Position:	Date:

(Any attachments, if applicable, may be attached and must be signed by the appropriate authority)

Signatures are required below to certify submission of request, receipt of request by PMU and authorization to procure by Accounting Officer:

Submission of Request (Head of User Department)	Receipt of Request to Procure (Head of PMU)	Procurement Authorization ¹ (Accounting Officer)
Signature:	Signature:	Signature:
Name:	Name:	Name:
Position:	Position:	Position:
Date:	Date:	Date:

¹ This is also confirmation of availability of fund and approval to procure