



# Green University of Bangladesh

Purbachal American City, Kanchan, Rupganj,  
Narayanganj-1461, Dhaka, Bangladesh

## PURCHASE REQUISITION (PR) FORM

<b>PR. No.</b> (By Procurement Dept.) ➤				<b>Tracking No.</b> (By Requisitor) ➤	
<b>Date</b> (By Requisitor) ➤					
<b>Name of Requisitor</b> ➤					
<b>Department of Requisitor</b> ➤					
SL No.	Description/ Specification (With Size/ Dimension)	Present Stock (Qty)	Quantity Required	Remarks	
<b>Special Information (If any):</b>					

\_\_\_\_\_  
Requisition By

\_\_\_\_\_  
Head of the Department

\_\_\_\_\_  
Deputy Registrar

Name:

(Procurement)

Designation:

Date:

Approved By:

\_\_\_\_\_  
Registrar