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**KCMC UNIVERSITY**

**PROCUREMENT REQUISITION**

*[For Submission to Procurement Management Unit (PMU)]*

**NAME OF THE PROCURING ENTITY*:* KCMC UNIVERSITY**

**Procuring Entity Code No: N/A**

**Type of Procurement: GOODS**

**Subject of Procurement:**

**User Department:**

**Date required:**

| **Item No.** | **Description of items**  *[A detailed list, Statement of Requirement/Specifications]* | **Quantity** | **Unit of measure** | **Estimate unit cost** | **Estimated sub total cost** | **Date Required** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Estimated Total Cost inclusive of taxes (Currency(ies)** | | | |  |  |

**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 the submission of the request. Receipt of the request by PMU and authorization to procure by the Accounting Officer:

| Submission of Request  *(Head of User Department)* | Receipt of Request to Procure  *(Head of PMU)* | Procurement Authorization[[1]](#footnote-0)  *(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 [↑](#footnote-ref-0)