

## PROCUREMENT REQUISITION

**Name of the Procuring Entity:** *MAFIA DISTRICT COUNCIL*

**Procuring Entity Code No:** .....

**Type of Procurement:** *SERVICE*

**Subject of Procurement:** *FUEL*

**User Department:** *TARURA*

**Date Required:** *31/08/2017*

Item No.	Description	Quantity	Unit of measure	Estimate unit cost	Estimated total cost
01	DIESEL	500	Lt	2,500.00	1,250,000.00
02	PETROL	100	Lt	2,500.00	250,000.00
<b>Estimated Total Cost (Currency(ies))</b>					<b>1,500,000.00</b>

**Fund Availability:**

Vote No.	Programme/Project	Item	Balance
	PETROL AND DIESEL		

Signatures are required below to certify:

Confirmation of Need <sup>1</sup> (User Department – Originating Officer)	Approval to Proceed with Procurement <sup>2</sup> (Authorizing Officer “HPMU”)	Confirmation of Funding <sup>3</sup> (Accounting Officer unless delegated)
Signature:	Signature:	Signature:
Name:	Name:	Name:
Position:ENGINEER	Position: HPMU	Position:CM
Date: 28/08/2017	Date: 28/08/2017	Date: 28/08/2017

*(Any attachments must be signed by the appropriate authority)*

<sup>1</sup> the works, services or supplies described above are required and that the Statement of Requirement is accurate

<sup>2</sup>The item is checked with the APP by HPMU

<sup>3</sup> funds are available or budgeted for the requirement