ZULULAND DISTRICT MUNICIPALITY (DC26)

REQUISITING AND AUTHORITY TO PURCHASE FORM:
GOODS AND SERVICES

DEPARTMENT/ SECTION	
DELIVERY ADDRESS	
INITIALS &SURNAME OF REQUESITION OFFICER	
DESIGNATION	
SIGNATURE	
DATE	

SECTION A

NO	DESCRIPTION	Qty REQ	Est. cost
Total			

SECTION B (To be completed by requesting officer, confirmed & singed by budget officer)

Vote to be debited	
Council Resolution No (IA)	
Project	
Available budget	
Budget officer signature	

SECTION C **HEAD OF DEPARTMENT**

Supported/ Not Supported	
Procurement Plan (Yes /No) if not on proc Plan MM signed motivation is required.	
Surname & Initials	
Signature	
Date	