



## Resource Integration Centre (RIC) Purchase Request (PR)

<b>Requester Name:</b>	
<b>Designation:</b>	
<b>Staff ID:</b>	
<b>Project/Program:</b>	
<b>Area/Zone:</b>	
<b>Purpose:</b>	

<b>PR Submit Date:</b>	
<b>Required Date:</b>	
<b>Donor Name:</b>	
<b>Budget Code:</b>	
<b>Budget Available</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>PR Number:</b>	

SL	Name of Goods/Services	Details Specifications of Goods/Services	Quantity	Unit	Unit Rate	Total Cost in BDT
1						-
2						-
3						-
4						-
5						-
6						-
7						-
8						-
9						-
10						-
11						-
12						-
Taka In Words: .....Only			<b>Grand Total</b>			-

<b>Special Instruction (if any):</b>
--------------------------------------

**Signature with Seal:**

**Prepared By**  
(Requester)

**Checked By**  
(Finance)

**Recommended By**  
(Program/Dept.)

**Approved By**  
(As per Threshold)