



Greater Tzaneen Municipality

Bid Requisition Form / budget declaration form for bid(s)

Requisition No:

Department											
Division											
Vote No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Job code.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Amount Available on Vote						R					
Cost Estimate of the services/goods						R					
IDP project number:						Contract period:					
I hereby request permission to purchase goods/services as per attached specification which are required For: _____ _____											
Requested by _____ [Print full names]				Signature _____				Date <input type="text"/>			
Divisional manager section						Departmental section					
R _____ Commitment limit budget Approved <input type="checkbox"/> / Disapproved <input type="checkbox"/>						R _____ Endorsement of commitment budget Approved <input type="checkbox"/> / Disapproved <input type="checkbox"/>					
_____ Manager Date <input type="text"/>						_____ Director Date <input type="text"/>					
FOR BUDGET OFFICE AND SUPPLY CHAIN UNIT VERIFICATION											
_____ BUDGET OFFICE (OFFICIAL)						_____ Date <input type="text"/>					
_____ CFO						_____ Date <input type="text"/>					
_____ SCM UNIT (OFFICIAL)						_____ Date <input type="text"/>					
						BID/REQ number					