

Check List for Non-Stock Requisition

1	Requisition No. & Dated	Yes/No
2	Whether complete description size/specification, drg.no. etc. has been furnished.	Yes/No
3	Whether correct major group no./Nine digit code no. has been mentioned.	Yes/No
4	Whether the Qty asked for is the bare essential minimum requirement and by this procurement No. ever stocking will be made.	Yes/No
5	Whether the unit in which the stock is required to be supplied has mentioned.	Yes/No
6	Whether the use of the stores is mentioned and the same has been considered to be justified with reference top the past consumption.	Yes/No
7	Whether the PAC attached in case of PAC item.	Yes/No
8	Whether adequate fund has been made available and whether amount of fund certified has been indicated.	Yes/No
9	Whether the head of allocation has been shown.	Yes/No
10	Whether the last purchase reference if any has been indicated.	Yes/No
11	Whether the requisition has been signed by the competent authority.	Yes/No
12	Whether local account vetting as necessary has been enclosed on the requisition.	Yes/No