

Dhafir

Purchasing Div. - MRF

Development & Contracting LLC

Requisition No. 70824		Material Requisition Form			Project P.h.a.h.	Date 16.10.11.26
SN	Item & Specifications	Item Code	Quantity	Purpose/ Location/ Period of Use (if applicable)	For Office Use Only	
1	Laptop		01 No.	New joining	1930x1	1930.00
2	Mobile Phone		01 No.	with DDC.	74.52x1	74.52
3	Email Address		1 no.	for senior		
				Site Engineer		2004.52
				Mr. Faris		100.22
				Mr. Firas Safadi		2104.74
				S.S.K. 22/11/26		
				Etisalat provided Mobile Transfer		
				+ 100 AED. Monthly mobile package		

Store Keeper		Project Engineer		Project Manager		Purchasing Division		Administration Approval	
Name	Amr	Name		Name	Wahab	Name	Wahab		
Signature	[Signature]	Signature	[Signature]	Signature	[Signature]	Signature	[Signature]		
Date	16/10/26	Date	16/10/25	Date	1/1	Date	22/11/26		22/10/11

Notes:

- Period of supply could vary between 3 working days for standard items requisitions, 10 working days for specialized items requisitions and 2 months for main orders of scaffolding items.
- To avoid unnecessary delays, please ensure to:
 1. Provide details (type, size, density, extra components, etc.).
 2. Specify whether only "new" material is required and why.
 3. Specify period and purpose of use for equipments.
- Have already submitted the "Materials Distribution Form" for main materials*.
- Specify location of use for main materials*.
- Attach updated schedule for main materials*.
- Main materials include steel, wood, blocks, etc.
- Requisitions not abiding by the above (where applicable) and lacking the required information will not be processed.
- 7. Provide brief explanation for above the-ordinary quantities.
- 8. Study quantities to avoid repetitive requisitions.
- 9. Sign requisitions by all concerned parties on site.