



Kaimosi Friends University (KAFU)
Estates Department

CARPENTRY AND PAINTING WORKS REQUISITION FORMS

(To be filled in triplicate)

1 copy to be retained by the requesting department

2 copies to be submitted to the estates department for works to be done

Part 1

Department requesting (**section head**)

Job requested

.....

Name.....Signature.....Tel. number.....date.....

Part 2: Comment by Estates officer

Recommended/not

recommended.....

.....

Name.....SignatureTel. number.....date.....

Part 3: Designated Technical

Officer

.....

Name.....signature.....Tel. number.....date.....

Part 4: Comment by Artisan/ Estates Officer (Including material)

Comment/challenges	Equipment to be used	Material needed	quantity

Name.....sign.....tel. number.....date.....