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SARDAR BEANT SINGH STATE UNIVERSITY

(Established by Government of Punjab)

GURDASPUR (PUNJAB) 143530

(Requisition for purchase of Items for Rs.....

Dated.....

Laboratory.....

Department.....

Kindly accord sanction for the purchase of following items required in the department. The approximate cost has been shown against each item and the expenditure will be met out of .....(Name of the Head)

Sr. No.	Description of Item	Quantity	Rate per Items	Total Approx Value	Justification for Purchase
				Grand Total	

Amount in word.....

Signature.....

Name of the Indentor.....

Designation.....

Recommendation by the HOD/Coordinator

The above said items are available/Not available in the College store.

Asstt. Store Keeper/Jr.Asstt.

A.R(S&P)

The funds are available/ Not available.

A.R.(Accounts)

The purchase of item listed above is allowed/not allowed. The purchase must be made upto Rs. 5000/- without calling quotations as approved in 28th F.C Meeting vide agenda item No.28.5 and above Rs. 5000/- after calling/collecting minimum three quotations and market survey/tender/GeM. The bills may be submitted to Accounts Section duly verified after entering in the respective ledger/stock register for making the payment.

Registrar/Vice Chancellor