



The Islamia University of Bahawalpur

Requisition for Patty Purchase

No. _____

Date: _____

Subject: - **REQUEST FOR PURCHASE / ISSUANCE OF STORE ITEM (S)**

Name of Department / Office: _____

The following Store item (s) are required for office use:-

Store S.No	Description	Qty Required (to be filled by the Department concerned)	Qty Available (to be filled by the A.O/A.T Store)	Qty To be Purchased	Estimated Cost Rs.
				(to be filled by A.O/ A.T Purchase)	
1					
2					
3					
4					
5					
6					
7					
				G.Total	

➤ Recommended /Not Recommended

Signature-----

Head of the Department

Designation-----

Approved /Not-Approved

➤ **Dean/Director/Principal Officer**

➤ **Assistant Treasurer/Dy. Treasurer (S&P)**

Entry in Central Stock Register	Page #

Taken on charge vide No.

Issued vide No.

Administrative approval & Sanctioned of Rs. _____

Assistant/Deputy Treasurer (P)

The sanctioning Officer will ensure that the bill submitted is complete in all respects and SOPs circulated vide letter No.554/PS/Acctts. Dated: 08-03-2016 have been fully observed. Any violation of these SOPs shall be treated as **mis-procurement** and dealt accordingly.