



# The Islamia University of Bahawalpur

## Requisition for Petty Purchase

No. \_\_\_\_\_

Date: \_\_\_\_\_

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

Name of Department / Office: \_\_\_\_\_

The following Store item (s) is 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					
8					
9					
10					
				<b>G.Total</b>	

Signature-----

**Chairman/Head of the Department**

Designation-----

**Dean/Director/Principal Officer**

Administrative approval & Sanctioned of Rs. \_\_\_\_\_

**Assistant Treasurer (P)**

**Deputy Treasurer (P)**

**Additional Treasurer (P)**

**Treasurer**

**Worthy Vice Chancellor**

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