Sri Venkateswara College

# Benito Juarez Road, Dhaula Kuan

# New Delhi-110021

Purchase / Work Requisition

Requisition No.:……………

Budget Head :……………………………………………………………………..

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Item /Work Description** | **Purpose** | **Qty req.** | **Unit Price** | **Amount**  |
|  |  |  |  |  |  |
| **Total Amount Rs.** |  |

Advance Required, if any, Rs.

Requisition by: Forwarded by:

Signature Signature

Advance Amount Sanctioned (`):

Local Purchase Committee (if required): 1.

2.

3.

 office use only

A.O.

Bursar

Principal