Sri Venkateswara College

# Benito Juarez Road, Dhaula Kuan

# New Delhi-110021

Purchase Requisition – (Equipment – Consumables)

Requisition No.: ……………

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Item Description** | **Existing Stock** | **Qty req.** | **Unit**  **Price** | **Amount** |
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| **Total Amount Rs.** | | | | |  |

Advance Required, if any, Rs.

Requisition by: Forwarded by:

Signature Signature

office use only

Advance Amount Sanctioned (`):

Local Purchase Committee (if required): 1.

2.

3.

A.O.

Bursar

Principal