



SIR SYED LIBRARY

Sir Syed CASE Institute of Technology

Block A, Multi Garden, B-17 Islamabad, Email: library@case.edu.pk , case-library@case.edu.pk
 Web Link: <http://www.case.edu.pk/Library/Default.aspx>

**PURCHASE
REQUISITION**

Date Requested:

QTY.	ITEM / PART	DESCRIPTION	Approximate UNIT / Price

Additional Comments

<p><i>Requested By:</i></p> <p>Name: _____</p> <p>Signature: _____</p>	<p><i>Recommended by:</i> Manager/Head of Department</p> <p>Signature:-----</p>
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<u>ACCOUNTS DEPARTMENT</u>		<u>Approving by:</u>
<i>Budget Head:</i>		<i>Approving Authority:</i>
<i>Budget available: (Before making this procurement)</i>		
<i>Signatures:</i>		
		<i>Signatures:-----</i>

Date Ordered: _____ **Procurement Department**

Sr.No.	Vendors Suggested:	Price quoted by Vendors

Manager Procurement

Director Operations

COMMENTS