



SIR SYED LIBRARY

Centre for Advanced Studies in Engineering

Sir Syed Memorial Building 19, Ataturk Avenue, G5/1, Islamabad, Telephone: 92-51-8432273-315 Email: sirsyedlibrary@case.edu.pk

**PURCHASE
REQUISITION**

Date Requested:

QTY.	ITEM / PART	DESCRIPTION	Approximate UNIT / Price

Additional Comments

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

Date Ordered: _____ **Procurement Department**

Sr.No.	Vendors Suggested:	Price quoted by Vendors

Manager Procurement

Director Operations

COMMENTS