



PTU

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I.K GUJRAL PUNJAB TECHNICAL UNIVERSITY



REQUIREMENT PERFORMA

DEPARTMENT.....SECTION/BRANCH.....

Sr No	Item	Quantity			Estimated Cost Rs
		Required	Already Available	To be purchased	

Head of Expenditure.....Consumable/Non Consumable (v)
(As per Budget)

Department Budget Provisions:

Total Budget Allocated Rs Already Utilized Rs Now Available Rs

Purchase method: - Without Quotation/Quotation/ Tender (v) as Applicable

If budget not available then request for allocation /release of additional budget to be sent to account department

Signature of dealing official

Name.....

Designation.....

Signature of Recommending Authority

Name.....

Designation.....

Signature of Approving Authority

Name.....

Designation.....