



Purchase / Work Requisition

Budget Head

Maintenance A/c () Dev. A/c Stu. Soc. Fund ()

Sub Budget Head Sub Budget Head

Advance Required, if any, `:_____

Requisition by: _____ Signature _____ Forwarded by: _____ Signature _____

_____ office use only _____

- A.O.

- Bursar

- Principal

Advance Amount Sanctioned (₹): _____

Local Purchase Committee (if required):

- 1.
- 2.
- 3.