



COMSATS Institute of Information Technology

Mailsi Road Off Multan Road Vehari

Ph: 067-3362774, 67-3028398

Date: _____

Subject: Request for Procurement / Work

It is submitted that the work/purchase of as mentioned below items are required for the purpose.

Sr. #	Description & Purpose	Quantity	Estimated Price (Rs.)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<u>11</u>			
<u>12</u>			
<u>13</u>			
<u>14</u>			
<u>15</u>			
Grand Total (In words):			

Approval for the work / purchase of mentioned above items is solicited.

Submitted by:

Signature & Date: _____

Name: _____

Designation: _____

Checked by:

Head of Department: _____

Signature & Date: _____

Name & Designation: _____

Verified By:

Signature:

Designation: **Assistant Treasurer**

Approved by:

Signature & Date: _____

Designation: **Director**