

No. 756 -D/MCA  
 Date: 12 01 2021

The Treasurer,  
 B. Z. University, Multan

Subject: **URGENT DEMAND FOR PURCHASE OF NEW PHOTO COPIER OF HP LASER JET M2727 FOR MCA**

Dears Sir,

Multan College of Arts, is suffering due to malfunctioning of photo copier. The old photo copier of Ricoh (Aficio) MP2500LN which was purchased in 10.04.2008 as per MCA stock registers requires maintenance again and again. Due to which we are facing lot of trouble in office work. Therefore, new photocopier HP laser jet M2727 (3 in one) is needed at earliest.

The expenditure may be charged from the budget head "Studio Practical" estimates 2020-21 of Multan College of Arts.

DEAN OF ARTS OFFICE

Respatch No. DASS/D. = 18/01/21  
 Dated: 14-01-21

*Muham*  
 Muhammad Ibrahim  
 Admin Officer

*Forwarded as per rule.*

*Sophiya*  
 (Dr. Sophiya Umar)  
 Principal

DEAN *Imran*  
 Prof. Dr. Imran Sharif Choudhry  
 Dean  
 Faculty of Arts & Social Sciences  
 Bahauddin Zakariya University,  
 Multan

ACCOUNTS BRANCH  
 15 JAN 2021  
 NO.R. 701

Treasurer.

*13/1*  
*P/O*  
*15/1/2021*  
 Mr. Tanveer

Vetted Specs  
 HP LaserJet M2727 NF  
 Multifunction Printer or  
 Equivalent.  
*15/02/2021*  
*16/02/21*