



Department of Commerce
Bahauddin Zakariya University, Multan, Pakistan

Ref. No. D. Com/23/21

Dated: 08/03-2021

The Treasurer
Bahauddin Zakariya University
Multan



Subject: Request for the Purchase of Printing Papers on Urgent Basis

Dear Treasurer

It is stated that Department of Commerce needs 50 reams of printing papers. Therefore, you are requested to purchase the following item on urgent basis.

Sr #	Item	Specifications	Quantity
1.	Printer Papers	Double A, A4 Size & 80 gram	50 Reams

The payment can be charged against the budget head of "Departmental Charges."

Thanking you in anticipation.

Prof. Dr. Muhammad Hanif Akhtar
Chairman

Muhammad Hanif Akhtar
3/3/2021

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P.O.

08/3/2021

Mu. M. Asif