

**DEPARTMENT OF CIVIL ENGINEERING  
FACULTY OF ENGINEERING & TECHNOLOGY,  
BAHAUDDIN ZAKARIYA UNIVERSITY, MULTAN**

Ref. No.: \_\_\_\_\_

Dated: \_\_\_\_\_

The Purchase Officer,  
Bahauddin Zakariya University,  
Multan.

**ACCOUNTS BRANCH**

NO.R 4444 A/C's

Dated 16-3-21

206  
08/03/21

Subject: **REPAIRING OF HP LaserJet Printer**

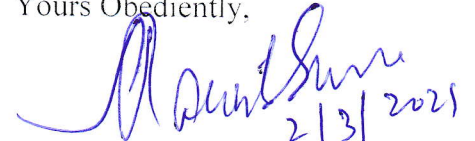
Respected Sir,

It is stated that the printer (HP LaserJet P1005) installed in the computer laboratory is not working properly so it's some of the following out-of-order parts are going to be replaced on urgent basis for the smooth conduction of classes:

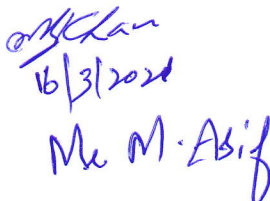
S#	Description	Quantity
1	Mylor sheet + Heater unit Replace	01 + 2
2	Cleaning blade + Drum + complete All Accessories	01 + 2
3	Magnetic charge ruler and toner hopper	01
4	Service Charges	01

The expenditures may please be charged from budget head "Civil Engineering Department" minor budget head "Lab. Equipments/relevant", financial year 2020-21.

Yours Obediently,

  
(MUHAMMAD AKHTAR SHAH)  
Assistant Computer Programmer.

  
Chairman,  
**PROF. DR. ENGR. ABIDLATIF**  
Chairman,  
Bahauddin Zakariya University,  
Multan.

  
16/3/2021  
Mr. M. Abif