

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.

*Muham*  
Muhammad Ibrahim  
Admin Officer

*Sophiya*  
(Dr. Sophiya Umar)  
Principal

*Forwarded as per rule.*  
*9*  
DEAN Prof. Dr. Imran Sharif Choudhry  
Faculty of Arts & Social Sciences  
Bahauddin Zakariya University,  
Multan



Treasurer.

Vetted Specs

HP LaserJet M2727NF  
Multifunction Printer or  
Equivalent.

*13/11*  
*P/O*  
*15/11/2021*  
Mr. Tawees

*02/02/2021*

*02/02/21*

DEAN OF ARTS OFFICE

Dispatch No. DASSID - 18/0/21

Dated: 14-01-21