

BHAUDDIN ZAKARIYA UNIVERSITY, MULTAN.

(REGISTRATION BRANCH)

ACCOUNTS BRANCH
NO.R A/C's
Dated 16-9-21

Subject:- **REQUISITION.**

It is submitted that following stationery items are required for the office use of the Registration Branch:-

S.No.	Item	Quantity
1.	Lead Pencils	10 Packets
2.	Whitener	10
3.	USB (35 GB)	(02)
4.	File Cover (kachay)	(400)
5.	Stapler Machine	(05)
6.	Stapler Pin	(25) Packets
7.	Common Pin	(05) Packets
8.	Paper Clip	(05) Packets
9.	Pointer	(15) Packets
10.	Scale (steel)	(01) dozen
11.	Air Freshner	(05)
12.	Tissue Paper	(05) Packets
13.	Stapler Machines	08
14.	Sanitizer	05 Bottles 200 ML
15.	Face Mack (Surgical)	5 Packet

It is requested that the case may be sent to the Treasurer for provision of above said stationery items to the Registration Branch urgently, please.


Deputy Registrar (Regn.)


Registrar


Dealing Clerk (Regn.)

