

DIRECTORATE OF ACADEMICS
BAHAUDDIN ZAKARIYA UNIVERSITY, MULTAN.
Office # 061-9210071-5



The Treasurer,
Bahauddin Zakariya University
Multan.

ACCOUNTS BRANCH
NO.R 5416 A/C's
Dated 9-7-21



SUBJECT: SUNDRY/STATIONERY ITEMS

It is stated that Director Academic Office needs following items of on urgent basis.


SR.NO	DESCRIPTION	QUANTITY	Price
1.	A4 Size Paper <u>80gm</u>	05 RIM	
2.	File Covers	36 Nos	
3.	Staplers Machine	02 Nos	
4.	Staplers Pin	01 Box	
5.	Gum Stick	02 Nos	
6.	Ball Points	06 Box	
7.	Duster Cloths	12 Nos	
8.	Register	02 Nos	
9.	Table Set	01 No	
10.	Led Pensile	24 Nos	
11.	Rabber	06 Nos	
12.	Shopners	06 Nos	
13.	Air Fresheners (Red Rose)	02 Nos	
14.	Tissue Paper	06 Box	
15.	Table Calander	02 Nos	
16.	Dairy	02 Nos	

Therefore, it is requested that **Administrative/ financial approval** May kindly be granted for purchase of above items and the expenditure will be met from the Budget head Stationary Items (Director Academic budget head, item no 01) budget 2020-21.

Thanks,


Prof. Dr. Javed Akhtar
Director Academics




31/3/2021
Mr. M. Asif