

BAHAUDDIN ZAKARIYA UNIVERSITY, MULTAN



PROF. DR. Naveed Ahmad
DIRECTOR
ENGLISH LANGUAGE CENTRE

No. ELC- D- 467-2021
Dated: March 30 -2021

The Purchase Officer
Bahauddin Zakariya University
Multan

ACCOUNTS BRANCH

NO.R. 5458 A/C's

Dated 31-3-21


Subject: **Purchase of Stationery for English Language Centre**

Sir,

Kindly arrange to purchase the following items for English Language Centre. These items are needed urgently. The expenditure will be met out form the budget head Sundry Charges/ Stationery in the budget estimate 2020-2021.

Sr.No.	Name of Item	Quantity
1	Paper Rim (A-4, 70 gm)	10 nos.
2	Glue Stick	06 nos.
3	Whitener	02 nos.
4	Stapler Machine	03 nos.
5	Duster (Classroom)	05 nos.
6	File Cover	24 nos.
7	Iron Scale	03 nos.
8	Blue ball point	02 Box.
9	Ink Stamp Pad	02 nos.
10	Led Pencil	02 Box.
11	Stapler pens	10 nos.
12	Board Marker Black	03 Box.
13	Register (Hard Binding)	02 nos.
14	Dispatch Register	02 nos.

Thank you.


Prof. Dr. Naveed Ahmad
Director
English Language Centre


31/3/2021

Mr. M. Asif