



Institute of Banking and Finance Bahauddin Zakariya University, Multan



No. IBF/AC-16/ 6408/2021
Dated: 4.01.2021

The Treasurer,
Bahauddin Zakariya University,
Multan.

SUBJECT: PURCHASE OF STATIONERY ITEMS

Following stationery items are required for smooth functioning of the Institute. Please direct the concerned department to purchase our demand on urgent basis.

Sr. No	Description	Quantity
1.	Box File Imported	50
2.	Wall Clock Imported	20
3.	Stapler Machine Middle Size 24/6	12
4.	Ball Point Picasso Cloud Blue / Black	06 Box
5.	Ball Point Read Picasso Cloud	02 Box
6.	White Board Marker	04 Box
7.	Permanent Marker	02 Box
8.	Stamp Pad Blue / Black	4
9.	Pin Remover	12
10.	Tags full size+ Medium Size	50
11.	Whitener Pencil Size	12
12.	Duster for White Board	20
13.	High Letter Different Color	12
14.	Common Pins	02 Box
15.	Thumb Pins	02.Box

Phone Office: 9210071-74 Ext: 4179, 9210255
Web Site: www. bzu.edu.pk/aibf

on 11/3/2021
Mu. M. Asif

[Handwritten signatures and initials in blue ink]



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16.	Dollar Company, lead Pencil fine quality with eraser	02 Box
17.	Pointer Black + Blue	4Box
18.	Gum Stick	12 Pcs
19.	Sharpner	1 Box
20.	Erase	1 Box
21.	Wall Clock Cell Toosheba Company	02 Boxes
22.	Uni Ball Eye Blue Black	04 Box
23.	Duster Cloth	50 Pcs

The expenditure will be met out of our departmental evening account No.12717901806701 for the financial year 2020-2021.


Prof. Dr. Muhammad Shoukat Malik
(Director)

