

Subject: REQUISITION

The following items are required for official use in the Scholarship

Section

- | | |
|------------------------|----------|
| 1. A4 | 5 Rim |
| 2. Legal | 2 Rim |
| 3. Stapler | 2 No |
| 4. Duster | 2 No |
| 5. Ball Point jel Blue | 2 packet |
| 6. Led Pencil | 1 packet |
| 7. File Cover | 100 No |

It is requested that administrative & financial approval may kindly be granted to purchase above cited items **on priority basis** through Purchase Section for Scholarship Section.

Admin Officer

DY. Treasurer

Treasurer

PO

J Naco
13/8/21

13/08/21
Assistant Scholarship Section
13/8/21

2/13/21
13/8