



**Department of Applied Psychology**  
**Bahauddin Zakariya University, Multan.**

No. PSY-12702/2021

Dated: 05/07/2021



**The Treasurer**

B.Z. University, Multan

Subject: **PURCHASE OF STATIONARY ITEMS**

Dear Sir,

The following stationary items are required for the Department of Applied Psychology.-

Sr. #	Name of Items	Quantity
1	Paper Ream A4 (80 gm)	25 Ream
2	Paper Ream Legal (80 gm)	05 Ream
3	White Board Marker	06 Packets
4	Ball Points (Blue) Piano Click	10 Packets
5	Dusting Cloth	60 Nos.
6	Highlighters	12 Nos.
7	Five Covers	200 Nos.
9	Dustbin	05 Nos.
10	Paper Pin	05 Packets
11	Paper Clip	05 Packets
12	Stapler Machine	05 Nos.
13	Stapler Pins	One Box
14	Foot Ruler	06 Nos.
15	Eraser	12 Nos.
16	Sharpener	12 Nos.
17	Lead Pencil	06 Packets

It is therefore requested that arrangements may kindly be made for the purchase of above mentioned items.

The budget may be met out from the budget head "Sundry Charges" Budget Estimates Department of Applied Psychology for the year 2021-22.

*Handwritten initials and signature in red ink.*

*Handwritten signature and date 05/07/2021 in blue ink.*

**PROF. DR. SARWAT SULTAN**  
Chairperson  
Department of Applied Psychology  
Bahauddin Zakariya University  
Multan.

*Department of Applied Psychology  
Bahauddin Zakariya University  
Multan.*