

Subject: - PURCHASE OF TONER CARTRIDGE ORIGINAL.

It is requested that 01 No Toner Cartridge of printer HP400 Original are required on urgently basis in the Purchase Section. It is requested to please allow for purchase of Toner Cartridge HP400 Original.

The case may be submitted to the Competent Authority to accord of administrative approval for making the purchase of Toner Cartridge HP 400 Original. Expenditure will charged form from the Budget Head "9-Miscellaneous" sub head "Store and General Supply".

on 24/8/2011
PURCHASE OFFICER

24/8/2011
DEALING OFFICIAL

24/8/2011
TREASURER