

Subject: - **PURCHASE/SERVICE OF MISC ITEMS**

It is stated that the Estate Management Office requires the following misc items on urgent basis to serve the daily needs. The funds are available under the head "Purchase of Machinery" in the Budget Estimate 2020-21 Bahauddin Zakariya University, Multan. (Copy attached):-

No.	Items	Quantity
1	Refiling of Toner ( Two Printers)	02 No
2	Hard Drive (200 GB) for PC	01 No
3	Fan Heaters <i>Podestal (west point)</i>	02 No

The case may be sent to the concerned department for the purchase of above mentioned stationary items.

*[Signature]*  
28/12/2020  
**Deputy Registrar (EM)**

*[Signature]*  
28/12/2020  
**Assistant (EM)**

*[Signature]*  
**The Registrar**

*[Signature]*  
28/12

*[Signature]*  
28/12

*[Signature]*

*[Signature]*