

ID # 283
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Bahauddin Zakariya University, Multan

Model School & College

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Office: (061) 9210055

ACCOUNTS BRANCH
12 OCT 2020
NO.R. 4438

No: UMS&C./D-1999/20
Dated: ___/___/2020

The Purchase Officer,
Bahauddin Zakariya University,
Multan.

Subject: REQUEST TO PROVIDE THE LASER PRINTER (HPM 404 DN) FOR THE UNIVERSITY MODEL SCHOOL & COLLEGE B.Z.U MULTAN

Respected Sir,

It is stated that we have sufficient budget in our School budget head for the Printer HP M 404 DN (Lab. Apparatus) and it is urgently required for the University Model School & College. The Expenditure may be met out budget head Sr. # 3, available for the financial year 2020-2021. It is therefore requested for the purchase printer on urgent basis.

Administrative and Financial approval accord please.

Sr. No.	Items	Quantity	Specification
1.	Laser Printer	1	Laser printer HP M 404 DN.

An early response is requested with great respect.

Principal

UMS&C, BZU Multan

Chairman

School Management Committee

Dean

Faculty of Arts & Social Sciences

Prof. Dr. Imran Sharif Choudhry
Dean,
Faculty of Arts & Social Sciences
Bahauddin Zakariya University
Multan

02/10/2020
Mr. Salman

DEAN OF ARTS OFFICE
Request No. BMSO -1378/20
Date: 01-10-20