



DEPARTMENT OF SOCIOLOGY
BAHAUDDIN ZAKARIYA UNIVERSITY MULTAN, PAKISTAN
BZU Campus, Multan(60800) Pakistan



No.SOC/D-02/ 533 /2020

Dated: 13-11-2020

The Purchase Officer,
B.Z. University, Multan.

Subject: - **REQUISITION.**

Dear Sir,

The following items are urgently required for the Department of Sociology.

<u>Sr. No.</u>	<u>Name of Items</u>	<u>Quantity</u>
1.	Paper Cutter	05 Nos
2.	Stapler (Good Quality)	05 Nos.
3.	Stapler Pins	10 Packets
4.	Ball Point (Blue)	12 Packet
5.	Ball point (Red)	05 Packet
6.	Ball point (Black)	02 Packet
7.	Led Pencils	05 Packet
8.	White Board Duster	05 Nos.
9.	High Lighter	10 Nos.
10.	Gum Stick 25gm	10 Nos.
11.	Board Marker (3Blue+3Black)	06 Packets
12.	Uniball Pointer Signo Gelling (2Blue+2Black)	04 Packets
13.	Stamp Pad	05 Nos.
14.	Pointer (5Blue+5Black)	10 Packets
15.	Bold Marker Permanent (Black)	05 Packets
16.	Steel Scale	05 Nos

The expenditure will be met out from our Sundry Charges Morning Budget
Head.

Mr. Salman
13/11/2020

Kamran Ishfaq
11/11/2020
Dr. Kamran Ishfaq
Chairman
Department of Sociology
B.Z. University Multan.