**UNIVERSITY OF PESHAWAR**

*Name of Department*

Internal Requisition from Store Purchase Section

1. Name of Requisitioner:
2. Position:
3. Item Requisitioned:

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Item Description | Quantity | Justification |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Signature of Requisitioner with date

1. Approval of HoD

Above requisitioned item may kindly be provided to the Department.

Signature of Head of Department with date

No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Superintendent**

**Store Purchase Section**

For Use of Store Purchase Section