**UNIVERSITY OF PESHAWAR**

*Name of Department*

Purchase Requisition against Departmental Budget

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

(Amounts in Rupees)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Item Description | Quantity | Est. Unit Cost | Est. Total Cost | Justification |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Signature of Requisitioner with date

1. Budget Availability:
2. Budget Head of requisitioned item/(s):
3. Approved annual budget:
4. Budget already committed/expended:
5. Budget available before this purchase
6. Est. cost of this purchase
7. Budget available after this purchase

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Signature of Office Superintendent with date

1. Approval of HoD

Purchase of above item/(s) is (*approved/not approved*).

Signature of Head of Department with date