

RABINDRA MAHAVIDYALAYA

REQUISITION FOR PURCHASE (COST LIMIT ABOVE 10,000) BY DEPARTMENT/ SUBCOMMITTEE/OFFICE

Name of the Department/ Sub-committee/Office.....

Funding Agency.....

Purpose of utilizing fund.....

Sl. No.	Item	Make/Model	Detailed Specifications	Quantity	Estimated Total cost

.....
**Head of the Department/
Conv. of Sub-committee/Office Super**

Principal's Note:.....

.....

Principal's Signature

Note from Bursar with Signature:

.....

Note from any other Subcommittee with signature of Convener (If required):

.....

Documents for the use of:

1. Purchase File 2. Office/Principal's Copy 3. Departmental Copy