

Samrat Ashok Technological Institute Vidisha (M.P.)

(A Degree College in Engineering)

Department of

Ref. No.

Date

SUBJECT : SANCTION OF PURCHASE

Following material is / are required for the purpose as shown under col. no. 8 Necessary sanction may kindly be accorded for purchasing the same locally / outside :

S. No.	Particulars	Specifica- tion	Qty. Reqd.	Qty. Sanctioned	Rate Approx	Amount Approx	Purpose
1	2	3	4	5	6	7	8

Total amount (in words) :

Note: 1. Item at S.L. No. may be purchased directly.
Item at S. No. may be purchased from lowest.
quotation

Sanctioned

Signature of Head/Incharge of the Deptt.

Item Qty as per
Col. No. 5

Instruction:

1. Quotation along with comparative in respect of Item should be enclosed.
2. This sanction should be sent along with the bill/cash memo duly certified & entered in respective stock Register.

DIRECTOR