



LAHORE COLLEGE FOR WOMEN UNIVERSITY

Jail Road, Lahore – Pakistan. Tel: 042-99203801-09, 99201950 Ext: 205 & 331 Fax: 042-99203077

No: _____
To, _____

Date: _____

Subject: **APPROVAL FOR PURCHASE OF FOLLOWING ITEMS**

Approval may kindly be granted for purchase of following items:

Item along with specification	
Estimated Cost including all relevant taxes (may be obtained from purchase cell)	
Detail of previous purchases	
Quantity already available	
Availability of Budget under relevant head of account (Mention your Name & department attach your grant letter here)	
Justification	

Allocation: _____

Present Exp: _____

Previous Exp: _____

Total Exp: _____

Balance: _____

Supervisor sign & Stamp

HOD Sign & Stamp

DOR Sign & Stamp

Treasure Sign & Stamp

VICE CHANCELLOR