No: _____

Date: _____

To,   Vice Chancellor
          Lahore College for Women University, Lahore

Subject: **Approval of Purchase/Expenditure Record under Ph.D. Research Grant**

Approval may kindly be granted for purchase of following items:

Name of Ph.D. Student	Department	Enrollment Year

Item along with specification	
Estimated cost including all relevant taxes (may be obtained from purchase cell)	
Justification of Purchase/Expenditure	

Installment No.   **1st 2nd 3rd**

Current Allocation:_____

                                        Supervisor Sign & Stamp

Present Expense: _____

Previous Expense: _____
(from Current Allocation including Bills under Process)   HOD Sign & Stamp

Total Expense: _____
(current Expense+ Previous Expense)

                                        Dean Sign & Stamp

Balance: _____
(Allocation –Total Expense)

Director ORIC Sign & Stamp   **Treasurer Sign & Stamp**

VICE CHANCELLOR

Check list in case of approval of new purchase item:

- Allocation grant letter 1st year, 2nd Year & 3rd Year
- Quotation call letter

Check list in case of reimbursement:

- Stock register entry page duly verified by the supervisor & chairperson of the department
- Request for reimbursement duly endorsed by the supervisor and the chairperson of the department

Note: With reference to circular no: TR-25/LCWU/1818 dated: 06-10-2022 reimbursement of expense without prior approval of the authority is strongly discouraged.

Prior approval of the authority must be taken before purchase / incurring any expenditure.