



**OFFICE OF RESEARCH INNOVATION & COMMERCIALIZATION**  
**Lahore College for Women University, Lahore**  
Jail Road, Lahore, 54000, Pakistan Tel: 042-99203801-9-245



No. ORIC/LCWU/\_  
Dated: \_\_\_\_\_

The 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 PhD Student with Father's Name	Department	Enrollment Year	Contact #

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

Installment No:                      1<sup>st</sup>                      2<sup>nd</sup>                      3<sup>rd</sup>

Current Allocation: \_\_\_\_\_ Present Expense: \_\_\_\_\_ Previous Expense: \_\_\_\_\_  
(from Current Allocation including Bills under Process)

Total Expense: \_\_\_\_\_ Balance: \_\_\_\_\_  
(current Expense+ Previous Expense) Allocation –Total Expense)

\_\_\_\_\_  
(Student's Signatures)

\_\_\_\_\_  
(Supervisor Sign & Stamp)

\_\_\_\_\_  
(Chairperson Sign & Stamp)

\_\_\_\_\_  
(Dean Sign & Stamp)

\_\_\_\_\_  
(Director ORIC Sign & Stamp)

\_\_\_\_\_  
(Treasurer Sign & Stamp)

\_\_\_\_\_  
(VICE CHANCELLOR)

**Check list in case of approval of new purchase item:**

- Allocation grant letter 1<sup>st</sup> year, 2<sup>nd</sup> Year & 3<sup>rd</sup> 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

**Please Note: With reference to circular no: TR-25/LCWU/1818 dated: 06-10-2022 reimbursement of expense or expenditure on purchase without prior approval of the Authority is strongly discouraged.**