



# *The University of Burdwan*

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F/CPC/rate contract/1(19-20)//02

Dated: 16.04.2019

## **Notice**

This is to intimate to all concerned that all purchase requisition should be submitted to the Central Purchase Unit after filling the requisition slip as enclosed along with the approval of the Hon'ble Vice Chancellor.

  
**Finance Officer**



**THE UNIVERSITY OF BURDWAN**

FINANCE DEPARTMENT  
CENTRAL PURCHASE UNIT  
RAJBATI, BURDWAN-713 104  
WEST BENGAL, INDIA

**REQUISITION SLIP**

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Dated:

Name of the Section & Department:

Name of the materials to be purchased:

Specification of the materials:

Quantities required:

Purpose:

Present Stock of such type of materials in the concerned Department:

Budget Head and available balance:

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Signature  
Head of the Department

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Hon'ble V.C.'s approval