



The University of Burdwan

Finance Department
Central Purchase Unit

-
1. Name of the materials to be purchased :
 2. Availability of such materials in the said Department/Section:
 3. Specification of the material :
 4. Quantities required :
 5. Purpose :
 6. Budget head and available balance :
 7. Signature , Head of the Department

.....
Hon'ble V.C's approval