



# DOMKAL GIRLS' COLLEGE

P.O: Domkal, Dist: - Murshidabad, Pin: - 742303

E-Mail: [domkalgirlscollege@gmail.com](mailto:domkalgirlscollege@gmail.com)

## PURCHASE REQUISITION FORM

Requisitioner Info:	
Date:	_____
Name:	_____
Department:	_____
Phone:	_____
Delivery location:	_____
Centre & A/C #:	_____

Recommended Vendor Info:	
Name:	_____
Address:	_____
	_____
Phone:	_____

Item #	Quantity	Description	Unit Price	Total

Department Approval:

Approval of Convenor,  
Purchase committee:

Principal/TIC Approval:

Signature with Date

Signature with Date

Signature with Date