



Mohammad Ali Jinnah University

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Date: _____

Purchase Requisition Form

Description	Qty	Approximate Unit Price	Amount
<input type="checkbox"/> Urgent Request / <input type="checkbox"/> Normal Request		Gross	

Is approval Necessary from Lahore

For Accountant Use Only Yes No

For Accountant Use Only Payment Detail Check Cash

Was this vendor's bid the best?

For Manager Admin Use Only Yes No

If, no, then why this vendor

Name of Purchaser

Signature _____

Head Of The Department _____

Comments _____

Manager Administration _____

Comments _____

Accountant _____

Comments _____

President _____

Comments _____

PROCEDURE

- Step 1 Fill this form
- Step 2 Forward it to your BOSS for his permission
- Step 3 After permission forward it to Manager Administration for recommendation
- Step 4 After the recommendation Manager Admin will forward it to Accountant
- Step 5 Accountant will take permission from President
- Step 6 After President approval Accountant will pay money to Purchaser for purchasing
- Step 7 After purchasing purchaser will take receiving from Requester and forward bill to Accountant