

Purchase Requisition Form



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

1. Request from:

Name : _____ Designation: _____

Deptt. : _____ E-mail: _____ Ext.# _____

Signed : _____ dated: _____

Capex (tick): Opex Submit one Quotation by User Deptt.:

Specification:

Complete item description including accessories: _____

Reason or justification for request including use and capability: _____

Special Specification: _____

Brand: _____ Series: _____ Make & Model: _____

Size: _____ Material/Finish: _____ Sample/Picture: _____

Quantity: _____ Delivery location: _____

Estimated life: _____ Estimated cost: _____

Technical deptt. Remarks: _____ Date Needed: _____

2. HODs' Approval:

HOD name: _____ Approved: _____

Signature: _____ dated: _____

3. Budget confirmation (Budget Authorized Deptt.):

Budget section Remarks: _____

Budget Approved: _____ Used: _____ Balance: _____

budget code: _____ Contact person (Budget): _____ dated: _____

E-mail: _____ Ext.# _____ Signature: _____

4. Check availability from Store Deptt.:

Availability Remarks: _____

Contact person (Store): _____ dated: _____

E-mail: _____ Ext.# _____ Signature: _____