



Sri Guru Gobind Singh College of Commerce
University of Delhi, Pitampura, Delhi-110088

REQUISITION SLIP

The Principal Sir.

Kindly sanction amount (approx.) for the purchase/ hire of following items.

<u>S.NO.</u>	<u>DETAILS OF ITEMS</u>	<u>QTY.</u>
1
2
3
4
5
6
7
8
9
10

(The above items may kindly be approved for purchase from market)

SIGNATURE OF PERSON REQUISITING H.O.D./RECOMMENDING OFFICIAL

SIGNATURE

PRINCIPAL