**Purchase Requisition**

**2020-21**

**Date: - Department: ­­­­Admin**

**Vendor Name: - PR No: -**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SR.NO** | **DESCRIPTION** | **QTY.** | **UNIT PRICE** | **AMOUNT** |
| **1** | **2.5 Inch Hard drive Enclosure** | **01** | **373** | **373** |
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|  |  |  |  |  |
|  | **GST** |  | **9%** | **33.5** |
|  | **GST** |  | **9%** | **33.5** |
|  | **TOTAL** |  |  |  |
| **In word:** | **Four hundred forty only.** |  |  | **440/-** |

**Remark: - For IT team requirement.**

**Requisite Authority sign. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Authorized signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**­ **Date: \_\_\_\_\_\_\_\_\_\_**

**Sanction Authority sign:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**