



CHRIST
UNIVERSITY
B A N G A L O R E , I N D I A

Declared as Deemed to be University under Section 3 of UGC Act 1956

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◆PURCHASE REQUEST FORM◆

No:

Date:

Department Name: _____

Type of Material (tick any):

- ☐ NEW ☐ UPGRADING
☐ REPLACEMENT ☐ OTHER

Purpose: _____

Sl.No	Description of Goods	Specification	Quantity

To be received (Date) : _____

Requisitioned by : _____

Authorised by : _____ Signature : _____

----- **for office use only** -----

P.O. Number : _____

Material supplied on : _____

Bill No. : _____

Bill Paid on : _____

Bill Amount : _____ Signature : _____