

The Director  
NCE in Geology  
University of Peshawar

**Subject: DEMAND**

The following items are required for **Office / Lab** use.

Dated: \_\_\_\_\_

S. No: \_\_\_\_\_

S	Name of items	New purchase/replacement /repair. If new purchase justification	Qty.	Unit Cost.	Total Cost.

Signature: \_\_\_\_\_

Recommended by Section Incharge

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**2. Remarks of the Store Incharge / Maintenance Engineer / Lab Coordination Committee / Electrician Incharge/ I.T Incharge.**

Available/ not available in the relevant store, /needs repair /needs replacement.

**3. Laboratories coordination committee**

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**4. Additional Director Finance Remarks** \_\_\_\_\_

**5. Comments of Chairman Purchase Committee**

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Allowed / Not Allowed

Director

**1. Receiving Dispatch Clerk**

Name: \_\_\_\_\_

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

S. No: \_\_\_\_\_

Forward to: \_\_\_\_\_

Receiving Signature: \_\_\_\_\_