

**SCHOOL OF PLANNING AND ARCHITECTURE: NEW DELHI**  
 REQUISITION FOR PURCHASE of CONSUMABLE/NON-CONSUMABLE ITEMS  
 FORMAT

S. No.	Item to be Purchased (Technical/Specification/Configuration)	Quantity	Status of Existing Item/New Purchase	Justification

Signature of Faculty/Staff Requesting for Purchase: \_\_\_\_\_ Signature of HOD/Section-in-Charge: \_\_\_\_\_

Name and Designation: \_\_\_\_\_

Department/Section \_\_\_\_\_

E-Mail ID and Phone No.: \_\_\_\_\_ contact no.: \_\_\_\_\_

Date: \_\_\_\_\_

For Office Use

Chairperson/Chairman (Purchase Committee):

S.O. (PMW):

Dealing Assistant (PMW):

Report by Verifying Authority in the format.	Dealing Assistant (PMW)  S.O. (PMW)  Chairperson (Purchase Committee)
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