



# THE GOVERNMENT SADIQ COLLEGE WOMEN UNIVERSITY BAHAWALPUR

## MONTHLY DEMAND FOR STATIONARY

Department: \_\_\_\_\_  Academic  Administrative

Stationary for the month of \_\_\_\_\_, 20 \_\_\_\_\_

- Total number of faculty / members: \_\_\_\_\_
- Total number of Programs:  1  2  3  4 (Only for academic deptt.)
- Total number of courses:  1  2  3  4  5  6 (Only for academic deptt.)

STATIONARY ITEMS		
Sr. No.	Item	Quantity
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		
11		
12		
13		
14		
15		

STATIONARY ITEMS		
Sr. No.	Item	Quantity
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		

**Store Incharge:**

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

Comments: \_\_\_\_\_

\_\_\_\_\_

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

Departmental Stock Incharge: \_\_\_\_\_

Head of Department: \_\_\_\_\_

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

**Received by:**

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

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

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

**Note:** Demand must be recommended only by the Head of the every academic / administrative department.