Sindh Madrassatul Islam University

Form "A" (Stationary Material)

An indent/ Demand/ Requisition No……. **Date of Submission of Demand ……………….................**

Department Name …………………….. **Budget Year ....**

Code No.	Items	Previous Balance	Quantity Previous Supplied	Present Demand	Quantity Present Supply (Total col 3+5)	Remarks
1	2	3	4	5	6	

Signature of Indenting Officer …………………….. **Department Head Name & Signature ….....................**

Signature of competent Authority …………………………..

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Acknowledgment

Material Issued by .... **Material Received by....................................**

Date: **Date:**

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For Store/ Procurement Unit Use

Signature of Store Custodian …………………………….. **Demand Approved by……………………….**