**Primeasia University**

**PAU-101**

Star Tower Ltd, 12 Banani C/A, Dhaka – 1213.

**P**urchase **R**equisition **F**orm

**Required By: User’s Department:**

**Requisition Date: Required Date:**

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| --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No** | **Name of the Item** | **Specification**  **(In Details)** | **Qty** | **Unit**  **Price**  **(in Taka)** | **Total Amount**  **(in Taka)** | **Remarks** |
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**Submitted by: Chairman of the Department/ Head of Procurement/**

**Head of the Office Officer Procurement**

**Deputy Director Registrar Treasurer Pro-Vice Chancellor**

**(F&A)**

**Note: This Form will be used for procuring up to Taka 15,000. In other case Note of Approval for Procurement will be processed.**