 **IQAC/2018/26**

Shree Santkrupa Shikshan Sanstha’s

**Shree Santkrupa Institute of Engineering and Technology (B. Tech)**

Ghogaon (Shivajinagar), Tal-karad, Dist-Satara

**Date-**\_\_/\_\_/20\_\_

**New Purchase Requirement**

To,

The Principal,

S.I.E.T. Ghogaon.

**Subject:** Regarding New Purchase Requirement

Dear Sir/Madam,

With reference to above subject, following listed are some of the requirements for our department kindly sanction the total approximate cost for the same.

**Academic Year: 20**

| **Sr.**  **No.** | **Name of**  **Lab/Classroom/**  **Event/Venue** | **Details of Requirements** | **Quantity** | **Approximate Cost** | **Remarks (if any)** |
| --- | --- | --- | --- | --- | --- |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |

Summary of Material required

| **Sr.**  **No.** | **Particulars** | **Quantity** |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

Kindly do the needful. Thanking You.

Yours Truly,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOD (\_\_\_\_\_\_\_\_\_Department)