**PURCHASE SECTION**

**Purchase Requests Received**

Details of the Item with quantity

Dept/Section

Date of Receipt of PRF

Approximate Amount

**Rejection/ Disapproval of Purchase Requests**

Details of the Item with quantity

Dept/Section & Date of Receipt of PRF

Approximate Amount

Remarks

**Invitation of Quotation/Tender**

Details of the Item with quantity

Dept/Section & Date of Receipt of PRF

No. & Date of Inviting Quotation/Tender

**Pending Purchase Requests (Received during previous months, but not yet processed)**

Details of the Item with quantity

Dept/Section & Date of Receipt of PRF

Remarks

**Recalling of Quotation /Tender**

Details of the Item with quantity

Dept/ Section &Date of Receipt of PRF

No. & Date of Recalling Quotation/Tender

Reason

**Placing of Purchase Order**

Details of the Item with quantity

Dept/Section& Date of PRF submission

No. & Date of Purchase Order

Firm

Total Amount (including tax)

**Items Purchased**

Details of the Item with quantity

Dept/Section& Date of PRF submission

No. & Date of Purchase Order

Firm

Total Amount (including tax)

**Any Other**