

CHECKLIST FOR PROCUREMENT GOODS/EQUIPMENT

	Page No.
1. Request Letter	<input type="text"/>
2. Approval of the Head of the Department/Faculty	<input type="text"/>
3. Specifications of the item/equipment	<input type="text"/>
4. Supplies Committee approval	<input type="text"/>
5. Invitation of quotations for procurement	<input type="text"/>
6. Mail List	<input type="text"/>
7. Bid Opening Minutes of the above procurement	<input type="text"/>
8. Tender/Quotation schedule from	<input type="text"/>
9. Report of the TEC Meeting	<input type="text"/>
10. Covering letter to be placed before the UPC (Minor)	<input type="text"/>

Head of the Department :

SAR/AR of the Faculty/Division :

SAB/AB of the Faculty/Division :

Key decisions if any by the UPC (Minor)