CHECKLIST FOR PROCUREMENT GOODS/EQUIPMENT

1. Request Letter
2. Approval of the Head of the Department/Faculty
3. Specifications of the item/equipment
4. Supplies Committee approval
5. Invitation of quotations for procurement
6. Mail List
7. Bid Opening Minutes of the above procurement
8. Tender/Quotation schedule from
9. Report of the TEC Meeting
10. Covering letter to be placed before the UPC (Minor)

Head of the Department : ...........................
SAR/AR of the Faculty/Division : ...........................
SAB/AB of the Faculty/Division : ...........................

Key decisions if any by the UPC (Minor)