



# LIAQUAT UNIVERSITY

OF MEDICAL & HEALTH SCIENCES JAMSHORO, SINDH - PAKISTAN

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"SAY NO TO CORRUPTION"

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REGISTRAR

## CIRCULAR

It is hereby circulated for the information of all concerned that all necessary items, including office stationery, toiletries, and other consumables, shall now be issued from the Store Section of this University with effect from 1st May 2024, upon submission of requisition duly signed and authenticated by the Head of the Department.

The prescribed requisition proforma is attached herewith.

This issues with the approval of Vice Chancellor.

REGISTRAR

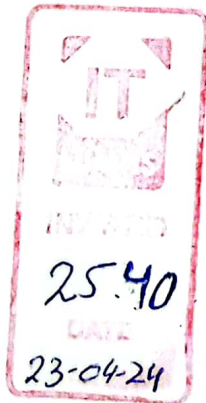
LIAQUAT UNIVERSITY OF MEDICAL &  
HEALTH SCIENCES, JAMSHORO.

### C.C to the:-

1. All Deans/Chairmen/Chairpersons/Directors/Principals/Incharges/Head of Departments.
2. Director Finance.
3. Resident Auditor.
- ✓ 4. Director Information Technology (Services), with advise to place the above circular along-with requisition proforma at LUMHS Website.
5. Campus Administrator.
6. Chairman, Central Purchase Committee.
7. Chief Hostel Provost Boys.
8. Hostel Provost Girls
9. Administrator Security Affairs.
10. Incharge, Purchase Section.
11. All Notice Boards.

### Copy for information to the: -

1. P.S. to Vice-Chancellor.



# MATERIAL / CONSUMABLES REQUISITION PRO FORMA

## SECTION 1: REQUISITION DETAILS

<b>Requisition Number:</b>	<i>Auto-Generated by Store Section</i>
<b>Requested By:</b>	<i>Name, Department / Section and Signature of the Requester</i>
<b>Contact Information:</b>	<i>Phone Number / Email of the Requester</i>

## SECTION 2: CONSUMABLES LIST

<b>Item Description</b>	<b>Unit of Measurement</b>	<b>Quantity Requested</b>	<b>Justification / Usage</b>
e.g. A4 Paper	e.g. Reams	e.g. 10	
e.g. Pen	e.g. Box	e.g. 2	
e.g. Tissue Paper	e.g. Box	e.g. 10	
<i>[Add more rows as needed]</i>			

## SECTION 3: APPROVAL

<b>Approved and Authenticated By:</b>	<i>Name, Signature and Seal of Approving Authority (HoD)</i>
<b>Date:</b>	

## SECTION 4: STORE SECTION USE ONLY

<b>Issued By:</b>	
<b>Date of Issuance:</b>	
<b>Store Section Comments / Notes:</b>	

## INSTRUCTIONS:

1. Please complete all sections of this requisition form accurately.
2. If the department is comprised of multiple sections, each section should internally obtain requisitions from their respective units or sections; the department should then consolidate all requisitions into a single, clubbed requisition form before submitting it to the Store Section.
3. Provide detailed information about the consumables required, including item descriptions, quantities, and justification for usage.
4. Obtain approval from the designated authority within your department / section before submitting the requisition.
5. Submit the completed requisition form to the Store Section for processing.
6. Store Section will review the requisition, issue the requested consumables, and update the form accordingly.