1. **Items Classification**

**Purchase of New Items**

Machinery & Equipment IT Equipment Furniture & Fixture

**Repair & Maintenance**

Machinery & Equipment I.T. Equipment Furniture & Fixture

Vehicles Buildings

**Others**

Stationery Postage POL

Consumable Store Others

1. **Items Required**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr #** | **Particulars/Specification** | **Required Qty.** | **Estimated Cost** | **Present in Hand Qty.** |
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Requested By Recommended By Allowed By

Name & Designation Head of Branch Main Store, KFUEIT