

ADVANCE REQUEST FORM

(FOR PURCHASE/WORK BELOW RS.5000)

Requestor's Name : Santosh M. Men Designation : Asst. Admin. Magn.
School PIS/PJK : PIS-Rohkal
Purpose of purchase : 1st PTA meeting 2025-26-30-04-25
Instruction given by : GM Sir / Principal / Sir
Requisition No : _____
Requisition Date : 28/4/25

Material Details

Sr.No	Description Items	Quantity	Rate	Total Cost
1	PTA members meeting	25 nos		2500/-
2	for PIS - Rohkal			
3	Arrangement of			
4	H.I- Tea, Snacks			
5	for 3 members			
6	including staff.			
7	Falicitation of			
8	PTA- members.			
9				
10				
11				
12				2500/-

Advance required; 2500/-


Signature

Admin Officer

Date: 29/4/25



Approved by

Principal

Date: _____