

# Government College Safidon

Principal Sir

Please accord financial sanction for an expenditure of Rs. ....  
(Rupees.....)  
for the purchase/hiring repair on the following items.

OR

For sending a team of.....students and.....  
Teachers including..... participants to participate in.....  
.....to be held at.....  
on.....from.....to.....  
out of.....fund / grant.

S. No.	Particulars	Quantity required	Rate	Approximate	Remarks
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Grand Total

Above articles will be purchased at the lowest market rates according to rate  
contact/rate quotations approved source for year 20.....20.....

Valid Charges may be sanctioned  
For Rs.....out of.....fund./grant  
Allowed under rules

Full Signature Incharges  
Date.....

Burser

Principal

Dealing Clerk