

Expense Approval Note Against Budget

Print Date : 29/05/2024

Approval ID	:	158
Approval For	:	ACCOUNT
Department Name	:	OFFICE
SUBJECT	:	New Printing Stationary A.Y. 2024-25

Details :

Date: 25/05/2024

To,

The

Principal

Shreeyash College of Engineering and Technology, (Polytechnic)

Chh. Sambhajinagar

Subject: - Regarding New Printing Stationary A.Y. 2024-25

Respected Sir,

W.r.t above subject we required following Printing Stationary particulars for the academic year 2024-25 for conducting office work. So we kindly request to you please provide us new Printing Stationary for office.

Sr. No.	Particulars	Actual Stock in Record at Store Department	Required For A.Y 2024-25	Size
1	Submission Card	NA	2000	100mm x 140 mm
2	Answer Sheet 8 Page	NA	15000	
3	Supplement	NA	5000	
4	Office File	00	700	
5	Gate Pass Book	NA	5 book	
6	On Duty Form	NA	5 book	

7	Plastic Folder		700	
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Thank You.

Office Superintendent





		Allocation :- 0	
		Allocation :- 0	
Particular	Qty.	Required Amount	
Anshwer sheet 8 page (Remarks :)	15000	45000	
Supplement (Remarks :)	2500	3800	
Simple File A4 (Remarks :)	700	3500	
A4 Size Plastic Folder (Remarks :)	700	5000	
TOTAL		57300	
GRAND TOTAL		57300	

Request to please approve the expense,

Regards,

Mr. DILIP JADHAV
OFFICE

* Approval Authority *

	20046 - Mr. DILIP JADHAV		20001 - Mr. SANDEEP KHANDAGALE		10003 - Col. JOY DANIEL
Creator	RS 57300	25/05/2024 04:56 PM	Approved	RS 57300	28/05/2024 02:06 PM
	10006 - Mr. DEEPAK SHELKE				
Pending	RS 0	28/05/2024 04:57 PM			

Item Wise Approval Remarks

Anshwer sheet 8 page		
MR. SANDEEP SAHEBRAO KHANDAGALE	Required for AY 24-25	28/05/2024 02:06 PM
Supplement		
MR. SANDEEP SAHEBRAO KHANDAGALE	Required for AY 24-25	28/05/2024 02:06 PM

Simple File A4

MR. SANDEEP SAHEBRAO KHANDAGALE	Admission File for 24-25	28/05/2024 02:06 PM
A4 Size Plastic Folder		
MR. SANDEEP SAHEBRAO KHANDAGALE	Plastic folder for Admission Purpose	28/05/2024 02:06 PM