



SIKKIM UNIVERSITY

(A Central University established by an Act of Parliament of India, 2007)

6th Mile, Samdur, Tadong - 737102

INDENT FOR STATIONERY ITEMS

Date _____

(TO BE ISSUED ON TUESDAY & FRIDAY)

Sl. No.	Items	Quantity In figures & (words)	Remarks/ Purpose of Issue	To be Filled by Store (last issue details)	
				Qty	Last Issue Date
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Total number of items required
[In figures & words]

Signature of the receiver

Name:.....

Designation:.....

Dept:.....

(Total number of items Issued.....on..... (Date)

Authorised Signatory
[Administration]

Sign. of Storekeeper/Incharge