



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
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