

**OFFICE OF RESEARCH INNOVATION & COMMERCIALIZATION****Lahore College for Women University, Lahore**

Jail Road, Lahore, 54000, Pakistan Tel: 042-99203801-9-245



No: _____

Date: _____

To, Vice Chancellor
Lahore College for Women University, Lahore

Subject: **Approval of Purchase/Expenditure Record under Ph.D. Research Grant**

Approval may kindly be granted for purchase of following items:

Name of Ph.D. Student	Department	Enrollment Year

Item along with specification	
Estimated cost including all relevant taxes (may be obtained from purchase cell)	
Justification of Purchase/Expenditure	

Detail of all previous expense (including all previous installments) (Add rows if necessary)	Date	Item Name	Price

Installment No.**1st****2nd****3rd****Current Allocation:** _____

Supervisor Sign & Stamp

Present Expense: _____**Previous Expense:** _____

(from Current Allocation including Bills under Process)

HOD Sign & Stamp

Total Expense: _____

(current Expense+ Previous Expense)

Balance: _____

(Allocation –Total Expense)

Director ORIC Sign & Stamp

Treasurer Sign & Stamp

VICE CHANCELLOR



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Check list in case of approval of new purchase item:

- Allocation grant letter 1st year, 2nd Year & 3rd Year
- Quotation call letter

Check list in case of reimbursement:

- Stock register entry page duly verified by the supervisor & chairperson of the department
- Request for reimbursement duly endorsed by the supervisor and the chairperson of the department

Note: With reference to circular no: TR-25/LCWU/1818 dated: 06-10-2022 reimbursement of expense without prior approval of the authority is strongly discouraged.

Prior approval of the authority must be taken before purchase / incurring any expenditure.