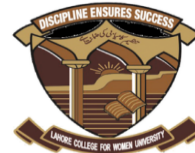




OFFICE OF RESEARCH INNOVATION & COMMERCIALIZATION
Lahore College for Women University, Lahore
 Jail Road, Lahore, 54000, Pakistan Tel: 042-99203801-9-245



No. ORIC/LCWU/_____
 Dated: _____

The Vice Chancellor,
 Lahore College for Women University,
 Lahore.

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

Approval may kindly be granted for purchase of following items:

Name of PhD Student with Father's Name	Department	Enrollment Year	Contact #

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

Installment No: 1st 2nd 3rd

Current Allocation: _____ Present Expense: _____ Previous Expense: _____
 (from Current Allocation including Bills under Process)

Total Expense: _____ Balance: _____
 (current Expense+ Previous Expense) Allocation –Total Expense)

(Student's Signatures)

(Supervisor Sign & Stamp)

(Chairperson Sign & Stamp)

(Director ORIC Sign & Stamp)

(Treasurer Sign & Stamp)

(VICE CHANCELLOR)

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

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