**Please schedule the file in the following order and submit to the RPC**

**Faculty of Veterinary Medicine & Animal Science**

**Office of the Dean**

**File No:…………………………………………………………………………………………………………**

**Source of Funds**: ……………………………………………………………

|  |  |  |
| --- | --- | --- |
|  | **Documents** | √ / X |
| 1 | Approval of the Dean to call quotations  |  |
| 2 | Approval of the Faculty Supplier Committee ( Less than Rs. 500, 000/= for Equipment) |  |
|  | Approval of the University Supplier Committee ( more than Rs. 500, 000/= for Equipment and Purchasing of Computers) |  |
| 3 | Approved Mail list  |  |
| 4 | Copy of Letter Calling for Quotation (with AR’s Signature) |  |
| 5 | Bid opening Report  |  |
| 6 | Bid received (Should be listed as bid opening report) |  |
| 7 | Schedule for TEC  |  |
| 8 | TEC Report  |  |
| 9 | RPC Schedule |  |
| 10 | 5 copies of Indents |  |

AB/FVMAS

File is /not in order.

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Subject Clerk Date

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Head,………………………………………

File is not in order. Returned for necessary Action please.

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AB/FVMAS Date