

## Maharaja Agrasen College Vasundhara Enclave, Delhi - 110096

Requisition	No:	

Form No. - VI

## Requisition for Organising Events / Seminar / Workshops / Any Other Event

	Budget Head	t	
Maintenance A/c (	) Dev. A	/C Stu. Soc. Fund	
()			
Department / Society:			
Name of the Event:			

S.No	Description / Purpose of Expenditure	Amount `
01	Description of the Event:	
	Sub budget heads:	
	i) Honorarium to Invited Speakers	
	ii) Conveyance to Speakers	
	iii) Conveyance to Participants	
	iv) Publication, Printing and Publicity	
	v) Refreshments	
	vi) Local Hospitality (Accommodation etc., )	
	vii) Mementoes	
	viii) Tent and Other Infrastructure	
	ix) Conference Kits etc.	
	x) Other	



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	Total Amount `	
Advance Required, if any, `:		
		Page One of Tw
Sponsorship from Other Funding Agencies :		
1(Name of the funding agency)		mount)
2(Name of the funding agency)	Rs	mount)
Any other Information Regarding Sponsorship:		
Requisition by:	Forwarded by:Signa	ture

 $<sup>\</sup>ensuremath{^*}$  If departmental function, please attach minutes of the department meeting.



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Form	INO.	- v i

Requisition No.: \_\_\_\_

office use only	
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- <u>A.O.</u> , <u>MAC</u>

- <u>Bursar</u>

- <u>Principal</u>

Page Two of Two