**MACHINERY PURCHASE QUOTATION**

**Machinery Purchase Requested By:**

|  |  |
| --- | --- |
| Title: |  |
| Last Name: |  |
| First Name: |  |
| Street Address:  |  |
| Apartment or Building Number:  |  |
| City: |  |
| State:  |  |
| ZIP Code: |  |
| Country: |  |
| Contact Number: |  |
| Email Address: |  |

**Purchasing From or Reimburse To:**

|  |  |
| --- | --- |
| Title: |  |
| Last Name: |  |
| First Name: |  |
| Street Address:  |  |
| Apartment or Building Number:  |  |
| City: |  |
| State:  |  |
| ZIP Code: |  |
| Country: |  |
| Contact Number: |  |
| Email Address: |  |

**Detailed Description of the Purchase:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Purchase** | **Detailed Description** | **Cost** | **Quantity** | **Total Cost** |
| [SPECIFY PURCHASE] | [INDICATE DETAILED DESCRIPTION] | Rs.00.00 | 00 | Rs.00.00 |
| [SPECIFY PURCHASE] | [INDICATE DETAILED DESCRIPTION] | Rs.00.00 | 00 | Rs.00.00 |

|  |  |
| --- | --- |
| Delivery Date:  |  |
| Amount from General Fund: |  |
| Amount from Work Fund: |  |
| Total Machinery Purchase: |  |

Prepared By:

[INSERT NAME AND SIGNATURE]