



MTI-KHYBER TEACHING HOSPITAL

(Medical Teaching Institution)

SUPPLY CHAIN MANAGEMENT

Material Purchase Request (MPR) Proforma



ISSUE #: 01

DOCUMENT #: SCM-F-03

ISSUE DATE:

DEPARTMENT: SECTION: Ext. #:

MPR No.: Date: Validity of this Demand: 02 Months

S No.	Description / Item Name	Requested Quantity	UOM/ Pack Size	Quantity in hand	Monthly Average Consumption	Estimated Unit Price	Estimated Amount
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Total Amount of this MPR

End user's Justification for Purchase of Items:

Empty box for justification

Prepared by:

End User

Verified by:

Head of Department

Technically Confirmed by:

Technical Concerned

Estimated Cost by:

Manager Supply Chain

Budget Approval by:

Director Finance

Approval by:

Hospital Director