Date:

**Order Slip**

Purpose: …………………………………………………………………………………………………....

No of Head: ………………………………………………………………………………………………..

Time and date of meeting: ………………………………………………………………………………...

Venue: ……………………………………………………………………………………………………..

Description of the items: …………………………………………………………………………………...

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Signature Approved by

**Name of Coordinator: PRESIDENT**

Date:

**Attendance Sheet**

Purpose: ……………………………………………………………………………………………………

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| **SL. No** | **Name** | **Signature** | **Coordinator** |
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