गुजरात केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF GUJARAT

Sector -29, Gandhinagar – 382 030

Requisition Form for Stationery Staff/Faculty

Name/Deptt: Date:

The Following item(s) is/are require to be procured for my official use:

Sr.No.	Name of Items	Qty. Reqd.	Justification	Qty. issued	Stock Register Entry
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					

Registrar Signature Dean/Chairperson/Hod/In-charge Signature Name of Staff/faculty

1. The item(s) mentioned above is/are available in the Store. If approved, the quantity requisitioned above may be issued.
2. The item(s) mentioned above is/are not in stock in the Store. As the item(s) is/are a consumable item(s), if approved, the quantity requisitioned may be procured the item(s) from M/s. _____ from whom we had earlier procured the item(s), on repeat order basis; or in case of availability at lower cost the same may be procured from open market.

Incharge asstt.

Receiver