

This form must be filled by all who request goods or services in recurrent nature

(The soft copy of the form can also be downloaded from the University web-site)

Date:

No.	Information required	To be filled by the Requester			
1	Goods /services requested (with quantity)				
2	Short Description of the goods/services (Specifications and a photograph/diagram to be attached)				
3	Name of the requester				
	Position of the requester				
	Faculty				
	Department/Division/Unit/Centre				
	Email address				
	Telephone number				
4	Whether included to the current year Procurement plan (Yes/No). If No, Why?				
5	When do you need the goods/services (Approximately)				
6	The source of funding for the goods/services				
7	Estimated cost	Unit price of the goods/services			
		Total price of the goods/services			
8	Availability of funds (should be signed by the relevant AB/SAB/DB who is handling funds)	Funds available		Funds not available	
		Comments if any & signature			
9	Recommendation of the HOD/ Division/Unit/ Centre with the date/ Seal				
10	Approval of the Dean/Registrar (as applicable) with the date/ Seal				

- Please note that no cage should be kept blank and incomplete Form will be rejected.