

**This form must be filled by all who request goods, less than 500,000  
in capital 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	Article/s requested (with quantity) * use a separate form for unrelated article/s	
2	Short description of the article/s (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	Who will be responsible for the article/s (position)	
5	Where will the article/s be placed	
6	Intended purpose of the article along with the users	
7	The estimated number of users (per week)	
8	Do you have one or more article/s that serve the same purpose? How many?	
9	The current status of the existing article/s (state separately if more than one article)	
10	If they are not usable, what action have you taken regarding them	
11	Date on which the existing article/s purchased (Please specify the year)	
12	Whether included to the current year Procurement Plan (Yes/No). If No, Why?	

<b>13</b>	When do you need the article/s approximately (please note that the total procurement process will take at least three months)				
<b>14</b>	The source of funding for the article/s				
<b>15</b>	Estimated cost	Unit price of the article			
		Total price of the article/s			
<b>16</b>	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			
<b>17</b>	Recommendation of the HOD/ Division/Unit/ Centre with the date/ Seal				
<b>18</b>	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.