

**INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD**  
**(PURCHASE & STORE SECTION)**

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Faculty/Department/Section: \_\_\_\_\_  
Contact/Ext. No: \_\_\_\_\_

**REQUISITION FORM**

Date: \_\_\_\_\_ Ref: # \_\_\_\_\_  
/ / \_\_\_\_\_  
No. of Additional Sheet(s): \_\_\_\_\_

Sr. #	Item (s)	Specifications	Qty.	Required For

Continue on additional sheet(s) if necessary. Any attachments must be signed in the same way as this Form

Total Estimated Cost:

Rs. \_\_\_\_\_

*Signature:* \_\_\_\_\_

Recommendations by Departmental Technical Committee (In case of Lab Equipments)

\_\_\_\_\_

\_\_\_\_\_

*Signature:* \_\_\_\_\_ *Signature:* \_\_\_\_\_ *Signature:* \_\_\_\_\_

Dean/Director/Chairman/HoD/Addl. Director's Recommendations:

\_\_\_\_\_

\_\_\_\_\_

*Signature:* \_\_\_\_\_

**Note:** Please fill the RF-I and submit along with Requisition Form. All fields are mandatory to fill.

**Addl. Director (P&S)**

Sr. #	Item (s)	Specifications	Qty.	Required For

Signature: \_\_\_\_\_

Recommendations by **Departmental Technical Committee** (*In case of Lab Equipments*)

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

**LIST OF ITEMS ALREADY AVAILABLE/ISSUED:**

Sr. #	Item (s)/Specifications	Qty.	Issued to (Name/Designation)	Issued On (Date)	Current Status(Functional / Non-Functional/Repairable/ Irreparable)

*Signature of Applicant:* \_\_\_\_\_

*Date:* \_\_\_\_\_

**Verified By:** \_\_\_\_\_