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:* _____

<u>LIST OF ITEMS ALREADY AVAILABLE/ISSUED:</u>

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: _____