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Nāgānanda International Institute for Buddhist Studies (NIIBS)

REQUEST FOR IT EUIPMENT ISSUING/PURCHASING

Faculty / Dept / Division :- .....

Please make arrangements to supply / purchase following items required for the above Faculty / Dept / Division.

No	Ref. No	Equipment Description	Qty Required	Availability in stock	Purchasing / Replacement / Repair / New	Specification

Requested By: -

Name:-..... Designation:-..... Signature:-..... Date:-.....

Checked By:-

Name:-..... Designation:-..... Signature:-..... Date:-.....

Technical specification by:-

Name:-..... Designation:-..... Signature:-..... Date:-.....

Recommended By (Dean/HOD):-

....

Name Rubber stamp Signature Date

Approved.

Bursar / SICT Stores Please Purchase/Issue.

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Director of SICT Rubber Stamp Date