

STUDENT REQUIREMENT FORM

i.	Name of the student	:		
ii.	Adm. No.	:		
iii.	Contact No.	:		
iv.	Major/Co- Advisor	:		
v.	Requirement details		Store Keeper Section	
Sr. No.	Particulars	Qty.	Stock status in store	
			Available	Not Available
1.				
2.				
3.				
4.				
5.				
Use separate sheet in continuation of the above items attached, herewith				

6. Tentative time frame during which the above items are required :

7. Whether the requirement is of urgent basis (within 2-3 days) : Please tick (Yes/No).

“Recommended and forwarded for items from Sr. No.to.....”

Signature of the Student

Major Advisor/Co-Advisor

Date : _____

<input type="checkbox"/>	<p>SK (Store), please check the stock and verify</p>
<p>Prof. & Head</p> <p>The status of “Available /Not Available” of the above items have been verified from the records. Permission may be granted for purchase for “Not Available” items as per university purchase procedure.</p>	
<p>Prof. & Head</p>	

Sr. No.	Particulars	Qty.	Store Keeper Section	
			Stock status in store	
			Available	Not Available
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				

“Recommended and forwarded”

Major Advisor/Co-Advisor

Signature of the Student

Date : _____