UNVERSITY OF SINDH JAMSHORO

Requisition Form

(Computers, Laptops, Printers, Scanners & Other Related Material)

Name of the Institute/Department/Center_____

Sr.	Name of Article	Last Supplies in Past Five Years			Present Requirement				Comments/ Justification
		Date	Quantity	Page No. of Stock Register	No. of Staff	Quantity Available (Functional)	Quantity Available (Damaged)	Quantity Required	
1.	Desktop PCs								
2.	Scanner								
3.	Laser Printer								
		Total							

Note: Please attach attested (by the head of the department) photocopies of the Stock Register showing the entries of the said items available in the institute/department /center.

_____

Signature & Stamp of the Director/Chairman/Chairperson

Soft Copy of this Requisition Form is available for download on the official website of the university i.e. www.usindh.edu.pk in downloads section