

**RECURRENT GOODS REQUISITION FORM**

**FORM B**

<b>For the use of Supplies Division ONLY</b>		
<b>A</b>	<b>Information</b>	
	All the information requested under 1,2,3,4,5 and 6 in the below table are completed	Yes
<b>B</b>	Relevant Subject Clerk/s	
Deputy/ Senior Assistant/ Assistant Bursar/ Supplies		Date: .....

**To be filled by the Requesting Faculty/ Department/ Division/ Centre/ etc.**

<b>1</b>	<b>Basic Information</b>	
	Date	
	Administration/ Faculty/ Centre	
	Division/ Department	
	Name of the Self Finance Course/ Research Grant/ Centre/ etc. if Applicable	
<b>2</b>	<b>Description of Requested Item/s (For Toner requests, use FORM A please).</b>	
	Name of the Item (If more than 1 item, please attach a separate document signed by the Requestor and recommended by the Head of the Department/ Division).	
	Quantity Required	
	Purpose (eg: Exam/ Replacement/ any other, please specify)	
	Whether the requesting Items are equal to your Last Request	Yes/ No
	If no, please give your Reasons (If given space is not sufficient, please attach a separate document signed by the Requestor and recommended by the Head of the Department/ Division).	
<b>3</b>	<b>Requestor's Details</b>	
	Name of the Requestor	
	Requestor's Contact Information: Mobile No.: Extension: Email Address:	
	Signature of the Requestor	
<b>4</b>	<b>Recommendation</b>	
	Dean/ Librarian/ Registrar, I confirm the details given under number 2 is correct. I recommend the requested item/s mentioned under number 2, for the use of the Faculty/ Division/ Department/ Centre/ Programme/ Research. Also, the above requestor is appointed to coordinate this procurement on my behalf.	
	Head of the Department/ Division/ .....	Date: .....
<b>5</b>	<b>Approval</b>	
	Bursar, I approve the request of item/s mentioned under number 2.	
	Dean/ Librarian/ Registrar	Date: .....
<b>6</b>	Deputy/ Senior Assistant/ Assistant Bursar/ Supplies, Commence the procurement process.	
	Bursar	Date: .....

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<b>C</b>	<b>Stock in Hand</b>	
	Quantity Available in Stock in Hand	
	The item/s requested matches with the last request for the same purpose	Yes/ No
	Whether needed to Purchase	Yes/ No
	If the List of Items are attached separately, those that need to Purchase	Item nos.
	Signature of the Subject Clerk & Date	
Deputy/ Senior Assistant/ Assistant Bursar/ Supplies		Date: .....