

UNIVERSITY SUPPLIES COMMITTEE

(This form must be filled by all who request any goods including equipment/vehicles/furniture etc., to the value over Rs. 500,000/=. The soft copy of the form can also be downloaded from the University Website.)

No.	Information required	To be filled by the Requester
1	Equipment Requested and Quantity (Use a separate form for unrelated equipment)	
2	Date submitted to the USC	
3	Name of the Requester	
	Email address	
	Telephone Number	
4	Position of the Requester	
5	Who will be responsible for the equipment (position)	
6	Where will the equipment be placed	
7	Department/Division	
8	Faculty	
9	Approval of the HOD/Unit Head with the date	
10	Whether included to the current year Procurement Plan (Yes/No). If No, Why?	
11	When do you want the equipment (please note that the total procurement process will take at least three months)	

12	The source of funding for the equipment	
13	Short Description of the Equipment (Specifications and a photograph/diagram to be attached.	
14	Rough price range	
15	Availability of Funds (should be signed by the Asst. Bursar/Snr. Asst. Bursar of the faculty)	Funds available <input type="checkbox"/> Funds Not available <input type="checkbox"/>
		Comments if any & Signature
16	Intended purpose of the equipment along with the users	
17	The estimated number of users (per week)	
18	Do you have one or more equipment that serve the same purpose? How many	
19	The current state of the existing equipment (state separately if more than one equipment)	
20	If they are not usable, what action have you taken regarding them	
21	Date on which the existing equipment purchased (Pl. specify the year)	
22	Approval of the Dean/Registrar (as applicable) with the date	

❖ Please note that no cage should be kept blank.

To: All Faculties/Departments/Units

Please note to send your request in the above format with a covering letter to be placed before the University Supplies Committee.

Deputy Bursar/Local Supplies