



MAJULI UNIVERSITY OF CULTURE

STATIONERY/ LAB CHEMICALS/ EQUIPMENTS REQUISITION FORM

- All requests for stationery must be made on this form.
- No email requests will be processed.
- One week's notice is required for all orders.
- Completed Stationery Request Forms must arrive in the office during office hours.
- All orders will be processed by 10.30 AM on the next working day, or sooner, if so advised.
- Items not in stock at the time of order will be supplied as stock becomes available.

REQUIRED BY:-

Name:

Designation:

Department:

(Signature)

Date:

Sl No	Item Description	Quantity Required	Quantity Released (Office Use)	Remarks (if any)
Total:				

Order collected on: By:

Office Use Only

Processed by:

Items fully supplied? YES/NO

Date:

Items to be supplied? YES/NO