Application No………………………………   **Date: ……………………….**

To

  The System Manager
  Central Computer Center
  Gautam Buddha University

Subject: - Application for Printer cartridge Refill.

Sir,

  This is to inform you that my printer cartridge needs to be refilled. Details are as follows:

- Printer Model No. ……………………………………

- Printer S.No. ………………………………………………

- Cartridge Status ……………………………………………

                                                            Signature of User

                                                            Name:………………………………………………

                                                            Designation:…………………………………………

                                                            Department:…………………………………………

   Dean/HOD   **S M**
(Signature & Seal)   **(Signature & Seal)**

For CCC Use Only

1. Issued Cartridge S.No…………………………………….

2. Issued Cartridge Model no…………………………..

3. Register Request no…………………………………………

4. Issued Date …………………………………………….

5. Refill/Recycle/New…………………………………..

                                                            (Authorized Signature)