

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 Condition: Good- ☐ Damage- ☐

Signature of User

Name:.....

Designation:.....

Department:.....

Dean/HOD
(Signature & Seal)

S M
(Signature & Seal)

Cartridge Received By:-

Name:.....

Condition : Good- ☐ Damage- ☐

Sign.....

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)