

**EASTERN UNIVERSITY****Purchase Requisition Form for Capital Items**

Department/Section:	HR, Section	
Name of item:	Telephone Set	
Quantity required	01 (one)	
Specifications in detail:	Bossini TS-886MX (or any model like this)	
Justification(s) :		
Recommended supplier (if any): No		
Is the supplier sole distributor of the item? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Breakup of requirement:		
	Quantity placed as fresh requisition:	
	Quantity placed as replacement requisition*:	
	Storing place of old items:	
*For replacement item, please fill up RJF-1 form and attach it with this requisition		
	Identification no. of the item(s):	
	Date(s) of purchase:	
	Repairing cost (if any) for the last two years:	
Total existing quantity of item in use/in stock:		
	Functioning:	
	Non-functioning:	

Prepared by

Head of the Department/Section

*To be completed by procurement and logistics section*

Date of last purchase of this item (if applicable):	
Quantity of last purchase of this item:	
Price/rate of last purchase:	
Name of supplier who supplied the item last time:	

*To be completed by Finance and Accounts section*

Budget Head and provision:	
Fund disbursed against this head this semester:	
Fund available against this head this semester:	
If budget is short, from which budget head it could be adjusted:	

RegistrarTreasurerVice ChancellorAssistant Director, Logistics

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