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 mode	l like this)		
Justification(s):				
Recommended supplier (if any): No				
Is the supplier sole distributor of the item? YES 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 purchas				
	ny) for the last two years:			
Total existing quantity of item in use/in stock:				
Functioning:				
Non-functioning:				
Prepared by	He	ead of the Department/Section		
To be completed by proc	urement and logistics section			
Date of last purchase of th	is item (if applicable):			
Quantity of last purchase of	of this item:			
Price/rate of last purchase				
Name of supplier who sup	plied 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:				
	head this semester:			
If budget is short, from wh				
	head this semester:			
If budget is short, from wh	head this semester:			

<u>Treasurer</u>

Registrar

Vice Chancellor

EASTERN UNIVERSITY

Purchase Requisition Form for Capital Items

Depart	tment/Section:	HR, Section		
	of item:	Telephone Set		
Quanti	ity required	01 (one)		
	cations in detail:	Bossini TS-886MX		
Justification(s) :				
Recom	mended supplier (if	any): No		
Is the supplier sole distributor of the item? ☐ YES ☐ NO				
Breakup of requirement:				
Quantity placed as fresh requisition:				
Quantity placed as replacement requisition*:		replacement requisition*:		
Storing place of old items:		d items:		
*For replacement item, please fill up RJF-1 form and attach it with this requisition				
	Identification no. c	• •		
	Date(s) of purchase			
		ny) for the last two years:		
Total existing quantity of item in use/in stock:				
	Functioning:			
	Non-functioning:			
	<u> </u>			
P	Prepared by		Head of the Department/Section	
			Head of the Department/Section	
		urement and logistics section	Head of the Department/Section	
To be	e completed by procu	urement and logistics section is item (if applicable):	Head of the Department/Section	
To be	e completed by procu	is item (if applicable):	Head of the Department/Section	
To be	e completed by procu	is item (if applicable): of this item:	Head of the Department/Section	
To be Date o Quanti Price/r	e completed by procu f last purchase of thi ity of last purchase c rate of last purchase	is item (if applicable): of this item:	Head of the Department/Section	
To be Date o Quanti Price/r	e completed by procu f last purchase of thi ity of last purchase c rate of last purchase	is item (if applicable): If this item:	Head of the Department/Section	
To be Date o Quanti Price/r Name	e completed by procu f last purchase of the ity of last purchase of rate of last purchase of supplier who supp	is item (if applicable): If this item:	Head of the Department/Section	
To be Date o Quanti Price/r Name	e completed by procu f last purchase of the ity of last purchase of rate of last purchase of supplier who supp	is item (if applicable): of this item: collied the item last time:	Head of the Department/Section	
To be Date of Quantification Price/r Name	e completed by procu f last purchase of thi ity of last purchase of rate of last purchase of supplier who supp e completed by Finan t Head and provision	is item (if applicable): of this item: collied the item last time:	Head of the Department/Section	
To be Date o Quanti Price/r Name To be Budge Fund o	e completed by procu f last purchase of thi ity of last purchase of rate of last purchase of supplier who supp e completed by Finan t Head and provision	is item (if applicable): of this item: collied the item last time: oce and Accounts section a: s head this semester:	Head of the Department/Section	
To be Date of Quantification Price/r Name To be Budge Fund of Fund a If budge	e completed by procu f last purchase of the ity of last purchase of rate of last purchase of supplier who supp e completed by Finant t Head and provision lisbursed against this evailable against this get is short, from wh	is item (if applicable): of this item: collied the item last time: oce and Accounts section a: s head this semester:	Head of the Department/Section	
To be Date of Quantification Price/r Name To be Budge Fund of Fund a	e completed by procu f last purchase of the ity of last purchase of rate of last purchase of supplier who supp e completed by Finant t Head and provision lisbursed against this evailable against this get is short, from wh	is item (if applicable): of this item: colled the item last time: oce and Accounts section i: is head this semester: head this semester:	Head of the Department/Section	
To be Date of Quantification Price/r Name To be Budge Fund of Fund a If budge	e completed by procu f last purchase of the ity of last purchase of rate of last purchase of supplier who supp e completed by Finant t Head and provision lisbursed against this evailable against this get is short, from wh	is item (if applicable): of this item: colled the item last time: oce and Accounts section i: is head this semester: head this semester:	Head of the Department/Section	

<u>Treasurer</u>

Registrar

Assistant Director, Logistics

Vice Chancellor