

# University of Kashmir

## South Campus



NAAC Accredited 'A+'

### Requisition for issuance/ repair/ replacement/ maintenance of IT hardware/ software/ services

(To be filled by the H.O.D/Coordinator/Allottee)

Date: \_\_\_\_\_

Name of the Department / Section / Allottee: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Email ID: \_\_\_\_\_

**Requisition for:**

Hardware

Software

Service

**Nature of Requisition:**

Issuance

Repair

Replacement

Maintenance

**Give full details:**

Designation: \_\_\_\_\_ Emp. ID: \_\_\_\_\_ Signature: \_\_\_\_\_

**Remarks of Coordinator IT&SS:**

**Orders of the Director:**

*For office use - Stock entry (with Product Serial No.)/ work done report*

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_