

United International University
Center for Information Technology Service
Requisition of Equipment's for Seminar/ Workshop/ Program

Program Name :

Venue:

Date of Program:

Time:

Date of Requisition:

Time:

| | |
|------------------------------------|--|
| Hardware Items Required | |
| Software Required | |

Requisition Made By

Name:

Designation:

Recommendation of Authorities

of the concerned office/Dept./Center

Name & Designation

Director CITS

Student ID No:

Cell phone No of the student:

(if requisition is made by a student)

(The student will have to bear all responsibilities for the return of equipment's they requisition by him/her)

(Requisition should be submitted at least 1 day (24 hours) ahead of the seminar/workshop/program)

(Requisition should be submitted at least 7 days ahead of the large seminar/workshop/program)