

PURCHASE & INVENTORY CONTROL OFFICE
JAMIA MILLIA ISLAMIA
Requisition for computers & Peripherals Devices

A. Name of the Faculty/Department/Office: B. Name of the Requester: C. Designation:

D. Requisition Type: New Requirement ☐ (Pl. fill section F) Replacement: ☐ (Pl. fill section E)

E. Pl. provide the details in case applying for replacement/write-off of items

Item	Qty	Asset ID/Serial No	Stock Entry Register-Page-Entry No	Cost	Date of Purchase	Place of utilization (FD:Faculty member's desk AW:Admin work SL: Students' Lab RP:Research Proj. RL: Research Lab CW: Consultancy CR: Classroom OT: Others)	Reason for Replacement/Write-off			Equipment Status Working (Yes/No)	Is item to be written-off?	Recommendation of the Sub-Purchase Committee (Computers) Approved/Not Approved
							Frequent Break-down	Obsolete Config.	Surplus			

Name of the Requester:

Date:

Signature:

F. Details of New Items Required

Details of New Items Required										
S.No	Item with configuration	Qty	Approx. Unit Cost (Rs.)	Total Approx. Cost (Rs.)	Usage Description			Funding Source	Is/are item(s) explicitly approved by the funding agency/ BOS/COS?	Recommendation of the Sub-Purchase Committee (Computers)
					Usage Types: FD:Faculty member's desk AW:Admin work SL: Students' Lab RP:Research Project RL: Research Lab CW: Consultancy Work CR: Classroom OT: Others				If yes, attach relevant papers. If no, give justification.	Approved/Not Approved
					Emp-Id	User/In-charge Name	Usage Type			

Name of the Forwarding Authority: Designation:

Remarks of the Forwarding Authority:

Signature of the Forwarding Authority

The Asstt. Registrar (PICO)

Recommendations of the Sub-Purchase Committee (Computers)

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 Chairperson, Sub-Purchase Committee (Computers)

OBSOLESCENCE DESCRIPTION (Relevant to Section E)

For each item which has been identified as Obsolete in section E, please provide the requisite details:

Asset ID/ Serial No	Reason(s) which make you conclude that the asset is obsolete	Impact on your work

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Signature of the Requester

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Signature of the Forwarding Authority