

**GANPAT UNIVERSITY
IT DEPARTMENT**

HARDWARE/NETWORKING ASSET PURCHASE REQUISITION FORM

(Below 25000/- Rs in one lot but not less than or equal to 10000/- as per our ITPP Version 1.0)

Date of Request: -.....

Name of Institute:-.....

Name of Department :-.....

Name of Person :-.....

Email & Contact Details of the Person :-.....

.....

S.No.	Name of Item	Item Description	Qty	Expected Date

Please give item wise Justification/Remarks in the space below (use additional page if necessary)

Signature of HOD

Signature of Principal

Seal of the Institute

For the Use of IT Department

1) Form Received Date.....

Sign of the Receiver.....

2) PO Execution Date.....

Sign of the Officer(IT).....