**INSTITUTE OF ENGINEERING AND MANAGEMENT**

Gaurahari Vihar, Raniput, Jeypore, Dist: Koraput, Odisha – 764005

**PURCHASE/ MAINTENANCE REQUISITION FORM**

Ref. No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dept: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MATERIALS REQUIRED**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Particulars** | **Specification** | **Quantity** | **Remarks** |
|  |  |  |  |  |

**Dept. Incharge**  **HOD**

**=================================================================**

**FOR OFFICE USE**

**Requirement Verified By:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Principal** | **A/O** | **Stores Incharge** | **Supply Dept.** |
|  |  |  |  |

**Supply Dept. Remarks:**

|  |  |
| --- | --- |
| **Remarks** | **Supply Dept. Incharge** |
|  |  |

**Checked By (After Completion of work with date):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Principal** | **Dept. Incharge** | **Stores Incharge** | **Supply Dept.** |
|  |  |  |  |