

**APPLICATION FORM TO REQUEST GOODS OF CAPITAL NATURE****Date:**

No.	Information required	To be filled by the Requester
1	Article/s requested (with quantity) * use a separate form for unrelated article/s	
2	Short description of the article/s (Specifications and a photograph/diagram to be attached.)Code	
3	Name of the requester	
	Designation of the requester	
	Faculty	
	Department/Division/Unit/Centre	
	Email address	
	Telephone number	
4	Who will be responsible for the article/s (position)	
5	Where will the article/s be placed?	
6	The intended purpose of the article/s along with the users	
7	The estimated number of users (per week)	
8	Do you have one or more article/s that serve the same purpose? How many?	
9	The current status of the existing article/s (state separately if more than one article)	
10	If they are not usable, what action have you taken regarding them?	

11	The date on which the existing article/s was purchased (Please specify the year)				
12	Whether included in the current year Procurement Plan (Yes/No). If No, Why?				
13	When do you want the article/s approximately (please note that the total procurement process will take at least three months)				
14	The source of funding for the article/s				
15	Estimated cost (Rs.)	Unit price of the article (Rs.)			
		Total price of the article/s (Rs.)			
16	Requester's Signature & Seal				
17	Recommendation of the HOD/ Division/Unit/ Centre with the date/ Seal				
18	Availability of Funds (should be signed by the relevant AB/SAB/DB who is handling funds)	Funds available		Funds not available	
		Comments if any & signature			
19	Approval of the Dean/Registrar (as applicable) with the date/ Seal				

- Please note that no cage should be kept blank and incomplete Forms will be rejected.