



Requisition Form

Request for	Flex & Banner	Photo (Still/video)	Vehicle	Other
Y/N				
Name of the faculty _____		Event title _____		
Name of the Department _____		Event date & time _____		
Name of the coordinator _____		Venue details _____		
Contact no. of the coordinator _____		No.of guests _____		
E-mail ID of the coordinator _____				

Requirement Details

Printing & Promotion (Tick against the requirement)	
A	
i	Design type <input type="checkbox"/> Flex <input type="checkbox"/> Banner
ii	Whether design proposal attached <input type="checkbox"/> Yes <input type="checkbox"/> No
iii	Size Required _____
iv	Estimated Cost _____
v	Quantity Required _____

Photo / Video (Tick against the requirement)																															
B																															
i	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Photography</td> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 20%;">Amt. _____</td> <td style="width: 20%;">Videography</td> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 20%;">Amt. _____</td> </tr> <tr> <td>Drone</td> <td><input type="checkbox"/></td> <td>Amt. _____</td> <td>Video editing</td> <td><input type="checkbox"/></td> <td>Amt. _____</td> </tr> <tr> <td>Podcast SGT Pulse</td> <td><input type="checkbox"/></td> <td>Amt. _____</td> <td>Bytes SGT Times</td> <td><input type="checkbox"/></td> <td>Amt. _____</td> </tr> <tr> <td>Gimbal</td> <td><input type="checkbox"/></td> <td>Amt. _____</td> <td>Still</td> <td><input type="checkbox"/></td> <td>Amt. _____</td> </tr> <tr> <td>Audio (Program)</td> <td><input type="checkbox"/></td> <td>Amt. _____</td> <td>Package SGT Times</td> <td><input type="checkbox"/></td> <td>Amt. _____</td> </tr> </table>	Photography	<input type="checkbox"/>	Amt. _____	Videography	<input type="checkbox"/>	Amt. _____	Drone	<input type="checkbox"/>	Amt. _____	Video editing	<input type="checkbox"/>	Amt. _____	Podcast SGT Pulse	<input type="checkbox"/>	Amt. _____	Bytes SGT Times	<input type="checkbox"/>	Amt. _____	Gimbal	<input type="checkbox"/>	Amt. _____	Still	<input type="checkbox"/>	Amt. _____	Audio (Program)	<input type="checkbox"/>	Amt. _____	Package SGT Times	<input type="checkbox"/>	Amt. _____
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Photography & Videography Total Amount. _____

Vehicle Detail	
C	
i	Type of Vehicle _____
ii	Estimated Cost _____
iii	No of passengers _____
iv	Whether any luggage (Y/N) _____
v	Details of journey Pick-up point: _____ Drop point: _____
vi	Time From: _____ To: _____
vii	Purpose of duty Office <input type="checkbox"/> regular Trip <input type="checkbox"/> Other <input type="checkbox"/>

Accommodation / meal			
D			
i	Type of accommodation _____	meal (Y/N)	_____
ii	Estimated Cost _____	Estimated Cost	_____
iii	Duration From _____	To _____	_____

Other					
E	please check the items required wrt the above event along with quantity				
	<i>Item</i>	Y/N	Qty	Description (If any)	Estimated Cost
	Memento				
	Sapling				
	Bouquet				

Decoration				
projector				
Photography / Videography Total Amount				
Speaker				
Screen				
Mike				
high Tea				
Lunch				
Honorarium				

Total Cost: _____

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Assigning Details

	Designing	Photo/Video	Vehicle	Others
Name of the assignment:				
Assigned to:				
Department:				
Contact number:				

Date of submission: __/__/__

Signature of Dean

Signature of Coordinator

Assential guidelines

- 1) This requisition shall be raised seven days prior to the event.
- 2) In case the event is rescheduled, postponed or cancelled, kindly intimate the concerned department immediately.