



Requisition Form

Name of the faculty _____	Event title _____
Name of the department _____	Event date & time _____
Name of the coordinator & email _____	Venue details _____
Contact no. of the coordinator _____	No. of seats _____

Requirement Details

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

B	Photo / Video (Tick against the requirement)	
i	Photography	<input type="checkbox"/> Videographer <input type="checkbox"/>
	No. of photographers required	<input type="checkbox"/> No. of Videographers required <input type="checkbox"/>

C	Vehicle Details		
i	Type of vehicle	_____	
ii	No of passengers	_____	
iii	Whether any luggage (Y/N)	_____	
iv	Details of journey	Pick-up point: _____	Drop point: _____
v	Time	From: _____	To: _____
vi	Purpose of duty	Official <input type="checkbox"/> Regular Trip <input type="checkbox"/> Others (please specify) <input type="checkbox"/>	

D	Accommodation /Meal		
	Type of accommodation	_____	Meal (Y/N) _____
	Duration	From _____ To _____	

E	Others			
Please check the items required with respect to the above event along with quantity				
	Items	Y/N	Qty	Description (If any)
i	Sapling			
ii	Bouquet			
iii	Decoration			
iv	Projector			
v	Speakers			
vi	Screen			
vii	Mike			
viii	High Tea/Lunch			
ix	Memento			
x	Honorarium			

Please give any additional details with respect to the above event:-

Assigning Details

Particulars	Designing	Photo/video	Vehicle	Others
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 even is rescheduled, postponed or cancelled, kindly intimate the concerned department immediately.