

JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY, NOIDA

**Stationary Requisition Form
(to be filled by members)**

Date: _____

- All particulars must be filled clearly

1. Name of Applicant - _____
2. Department - _____
3. Event/Purpose (*) - _____
4. Requisition Details:

Sl.	Particulars	Qty. required

(Only _____ items)

Applicant Name: _____

Approved

Signature: _____

Signature of HoD

[*Copy of approval by competent authority for event/Conference/workshop etc to be attached]

Registry

Stationary Store Timings:

(Mon, Wed & Fri from 02.30 PM – 04.30 PM)