

COMPUTERS & PERIPHERALS REQUISITION FORM

1. Name of the Department/Section: _____
2. Financial year: _____
3. (i) Department Budget Allocation: _____
(ii) Budget allocated by the department for the purchase of Computers & Peripherals:
 - (a) For Faculty as percentage of Deptt. Budget: _____
 - (b) For Dept. laboratory/ office as percentage of Dept. Budget: _____
 - (c) Total of (a) & (b) as percentage of Deptt. Budget _____
4. Whether a new purchase or replacement for an existing one: _____
If Replacement for an existing computer/ printer:
 - a) Date of purchase: _____
 - b) Under AMC or not: _____
 - c) In working condition or not: _____

5. Requirement and Justification:

(1)	(2)		(3)	(4)
	As per specifications circulated by the C&P Committee	As per specifications given in column (3)	Brief* Specifications	Justification
Desktop				
Laptop				
Printer (B&W)				
Printer (Coloured) [§]				

(*If required specifications differ from those circulated by the C&P Committee.)

[§]It is certified that the department has not purchased coloured printer in past three years.

Dated: _____

Head of Department/Section
(Name & Signature)

6. Recommendations of the Computer & Peripheral Committee:

- a. Above purchase is within/ beyond budgetary limit of the Department.
- b. Recommendations of the computers & peripherals committee:

HOD CSE
(Member)

ACFA
(Member)

HOD Computer Centre
(Convener)

Dean RP&D
(Chairman)

Approved/ Not Approved

Director, PEC Univ. of Technology