INDIAN INSTITUTE OF INFORMATION TECHNOLOGY UNA
HIMACHAL PRADESH
An Institute of National Importance under MoE
Saloh, Una – 177 209

Website: www.iiitu.ac.in

Date:

SERVICE REQUEST FORM

1. Name of Requester/Indenter :
2. Roll Number / Staff ID :
3. Affiliation
   <Dept. Name/Section Name> :
4. Type of service Requested :
   a) Purchase of Computers
   b) Purchase of Peripherals
   c) Purchase of Stationary
   d) Purchase of Furniture
   e) Purchase of Equipment
   f) Purchase of Toiletries
   g) Purchase of Consumables
   h) Communication bandwidth provisioning
   i) Hiring of Transport Services
   j) Hiring of Accommodation services
   k) Purchase of Books
   l) Printing Services (Wrappers, files, Answer Booklets)
   m) Others
5. Details of Purchase:

Sr. No.	Description	Quantity	Approximate Unite Price (INR)	Total (INR)
			Total	

<Signature of Requester>