



**BHARATI VIDYAPEETH UNIVERSITY**  
**COLLEGE OF ENGINEERING, PUNE - 43**

**REQUISITION FORM**

Ref. No.: \_\_\_\_\_ Date: \_\_\_\_\_

Name of the Department: \_\_\_\_\_

Nature of the complaint: \_\_\_\_\_

\_\_\_\_\_

Class Room No. / Lab. No./Cabin No.: \_\_\_\_\_

Problem since: \_\_\_\_\_ (Kindly mention the date)

(name & Sign.of  
Incharge with date)

(Name & sign. Of HOD  
with date & stamp)

**For office use**

**Material required:**

S. N.	Item	Rate	Qty.	Total	S. N.	Item	Rate	Qty.	Total
Total cost:							Rs:		

(Sign. of Maint. Supervisor / Electrician)

**PRINCIPAL**

(Sig. of HOD after completion of work with date)

(Kindly mention satisfactory / not satisfactory)

**Note: HOD to keep one copy of this letter in the department with receiver's signature)**