



Dr. Momtaz Begum University of Science and Tecnology

Banshgari, Bhairab, Kishoreganj, Bangladesh

Service Requisition Form

Caller Name:

Designation:

Department:

Requisition Date:

Required Date:

Problem(s):

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Caller's Signature
Head/Office

Department

Service Required: ☐ Conveniently ☐ Routinely ☐ Immediately

Observation Remarks:

Vender service required: ☐ Yes ☐ No

Service/Parts/Accessories Required: ☐ Yes ☐ No

If yes , List above(Item name with predictable value)

Registrar

Vice-Chancellor

Caller's Feedback: Service received as per requirement ☐ Yes ☐ No. **Caller Signature:**

Note: This Form will be used for service or maintenance related procuring up to Taka 10,000. In other case Note of Approval for Procurement will be processed.