

Dr. Momtaz Begum University of Science and Technology

Banshgari, Bhairab, Kishoreganj, Bangladesh

Service Requisition Form

Caller Name:	
Designation:	Department:
Requisition Date:	Required Date:
Problem(s):	
Caller's Signature Head/Office Service Required: [] Conveniently [] Routinely [] Immediately	Department
Observation Remarks: Vender service required: [] Yes	
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.