



Central University of South Bihar

Central Library

SH-7, Gaya Panchanpur Road, Village – Karhara, Gaya – 824 236

Name:

Designation:.....

Purpose:

REQUISITION FOR STATIONARY ITEMS

Note:

1. Requisition submits to Central Library office hardcopy form at list ten working days before.
2. The total required stationary must be made on monthly basis.

S.N.	PARTICULARS	QUANTITY REQUIRED	QUANTITY RECEIVE	BALANCE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Indenter Signature

Record Entry by

Deliver by

Receiver's Signature with Date