



**Sheikh Hasina University of Science and Technology**  
Banshgari, Bhairab, Kishoreganj, Bangladesh

**Purchase Requisition Form**

Name:

User's Department:

Requisition Date:

Required Date:

Sl. No.	Name of the Item	Specification (In Details)	Qty	Unit Price (in Taka)	Total Amount (in Taka)	Remarks

Submitted by:

Head of the Dept./Offices

Registrar

Treasurer

Pro-Vice Chancellor

Vice Chancellor

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.