

# Farm Machinery Workshop, Testing & Training Centre

Faculty of Technology, UBKV, Pundibari, Cooch Behar, West Bengal

## REQUISITION FORM

Details of Indenter			
Reference number		Date	
Name of indenter			
Name of the Department/ Faculty/Unit/Project with code			
Contact information (Phone & Email)			
	_____ Signature of Indenter with Date		
Machinery/Equipment Details			
Machinery/Equipment name			
Date of requirement	From		Purpose of use
	To		
Area to be covered (ha)			
Location			
Estimated duration of use (if applicable, hours)			
Estimated cost			
Approval Section			
Chargeable head of fund (Project Code)			
	_____ Seal and Signature of HOD/Dean/ Advisor/ PI/ Co-PI/ Head of the Unit		_____ Seal and Signature of Budget approver

*Official Use Only*

Requisition Book No.	
Tractor Reg. No./ Identification No.	
Farm Implement No.	
Log Book Number	
Fuel Book Number	
	_____ Seal and Signature of In-Charge, FMWTTC

Request for requisition must be submitted to the FMWTTC through proper channel, **10 days prior** to the scheduled activity