**Application Form for Printing & Copying materials**

**Department of Economics & Statistics**

*Please note: Please fill the form for printing/copying the materials more than 10 pages and this form should be reached the Head of the Department before the work done.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of the Applicant** | | |  | | | | | | | | | |
| **Designation of the Applicant** | | |  | | | | | | | | | |
| **Purpose of Printing** | | | **Course Code** | |  | | **Material type** | | | |  | |
| **Other (Specify)** | |  | | | | | | | |
| **Way of Printing** | | | □ Laser Printing (Black/Colour) □ Photo Copying | | | | | | | | | |
| **Printing paper provided** | | | □ by Department □ Other (Specify)\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | | | | | | | | | |
| **Number of pages** | |  | **No. of copies** | | |  | | | | □ Single side  □ Both sides | | |
| **Done by** | | | □ by applicant □ by other person (\_ \_ \_ \_ \_ \_ \_ \_ \_ \_) | | | | | | | | | |
| **Applicant’s Signature** | | |  | | | | | | Date: | | | |
| **Recommendation of**  **Course Coordinator** | | | Recommended/Not Recommended  …………………………………………………….. | | | | | | Date: | | | |
| **Approval of**  **Head of the Department** | | | Approved/Not Approved  …………………………………………………….. | | | | | | Date: | | | |
| **Office Use** | Date  Time |  | Machine Number |  | | | | Signature | | | |  |

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