**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** | DateTime |  | Machine Number |  | Signature |  |

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