**APPLICATION FORM FOR RESERVATION OF EQUIPMENT/GOODS**

**Department of Economics & Statistics**

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| --- | --- |
| **Name of the Applicant** |  |
| **Designation of the Applicant** |  | **Applicant’s Faculty/Dept.** |  |
| **Applicant’ Contact details** | TP: Email:  |
| **Required Equipment or goods** | □ Multimedia Projector□ Projector Screen□ Laptop Computer □ Sound System□ Presenter  | Any other: |
| **Date** |  | **Time** |  | **Venue** |  |
| **Nature of Purpose** |  |
| **Applicant’s Signature**(I do hereby accept any rule, regulation or condition implied by the Department.) |  | Date: |
| **Recommendation of** **In-charge of Program** | Recommended/Not Recommended | Date: |
| **Approval of the Head of the Department** | Approved/Not approved | Date: |

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