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

**Department of Economics & Statistics**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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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