

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		<input type="checkbox"/> Laser Printing (Black/Colour) <input type="checkbox"/> Photo Copying			
Printing paper provided		<input type="checkbox"/> by Department <input type="checkbox"/> Other (Specify)_____			
Number of pages		No. of copies		<input type="checkbox"/> Single side <input type="checkbox"/> Both sides	
Done by		<input type="checkbox"/> by applicant <input type="checkbox"/> 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	

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		<input type="checkbox"/> Laser Printing (Black/Colour) <input type="checkbox"/> Photo Copying			
Printing paper provided		<input type="checkbox"/> by Department <input type="checkbox"/> Other (Specify)_____			
Number of pages		No. of copies		<input type="checkbox"/> Single side <input type="checkbox"/> Both sides	
Done by		<input type="checkbox"/> by applicant <input type="checkbox"/> 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	