**Primeasia University**

**PAU-102**

Star Tower Ltd., 12 Banani C/A, Dhaka – 1213.

**S**ervice **R**equisition **F**orm

**Caller Name:**

**Designation: Department:**

**Requisition Date: Required Date:**

**Problem(s):**

|  |
| --- |
|  |

**Caller’s Signature Department Head**

Service Required: [ ] Conveniently [ ] Routinely [ ] Immediately

**Observation Remarks:**

|  |
| --- |
| Vender service required: [ ] Yes [ ] NoService/Parts/Accessories Required: [ ]Yes [ ]NoIf yes , List above(Item name with predictable value) |

**Head of Maintenance/ Deputy Director Registrar**

**Officer Maintenance (F&A)**

 **Treasurer Pro-Vice Chancellor**

**Caller’s Feedback:** Service received as per requirement [ ] Yes [ ] No. **Caller Signature:**

**Note: This Form will be used for service or maintenance related procuring up to Taka 15,000. In other case Note of Approval for Procurement will be processed.**