



# योजना तथा वास्तुकला विद्यालय, विजयवाड़ा

School of Planning and Architecture, Vijayawada

An Institute of National Importance, Ministry of Education, Govt. of India

## Printer Cartridge Request Form

Name of the Employee			
Designation		Department	
Employee ID			
Make and Model of Printer Cartridge			
Last issue date			
Current Request Date			
Cumulative Pages:	Before Replacement of Current Cartridge	After depletion of Current Cartridge	
Total Pages printed using current Cartridge			

**Declaration:** I hereby declare that the prints taken as mentioned above with the office printer are for Academic/Official purpose only and I am completely responsible for the pages/information printed by me.

Signature with Remarks	Employee/Indenter	
	Reporting Head	
	Competent Authority	

Forwarded to:

FIC-IT

System Admin