



Bharatiya Vidya Bhavan's
Sardar Patel College of Engineering
 (Govt. Aided Autonomous Institute Affiliated to University of Mumbai)



Application Form for Procurement of New IT Infrastructure / IT Consumables

Date: _____

To,
 The Chairman,
 IT Infrastructure Management Committee,
 SPCE, Mumbai 400 058.

Following IT Infrastructure / IT Consumables need to be procured:

Dept and place / lab where this hardware software is required: _____ / _____

IT Infrastructure to be procured: Desktop Computer / Laptop / LCD Projector / Printer / Software / Other

Detailed specifications / Make Model No., etc. _____

Purpose for which this IT Infrastructure is to be used _____

IT Consumables to be procured: Printer Cartridge (Refill) / Printer Cartridge (New) / Key Board / Mouse /
 RAM / Hard disk / Removable Drives / Motherboard / Other _____

Detailed specifications / Make Model No., etc. _____

Reason for procurement of this IT Consumable: _____

Person requesting procurement of IT Infrastructure / IT Consumable

Name: _____ Sign: _____

Procurement of this IT Infrastructure / IT Consumable – [Recommended / Not Recommended].

The fund to be utilized for this procurement: _____

Head of Dept.

Modifications / suggestions in the specifications of the hardware / consumables requested, if any:

System Analyst

To - Stores, SPCE

Please procure IT Infrastructure / IT consumables as per the specifications given above.

Chairman IT Infra Committee