



## Islamic University of Technology (IUT)

A subsidiary organ of the  
Organization of Islamic cooperation (OIC)  
Board Bazar, Gazipur-1704, Bangladesh



Level-3  
2<sup>nd</sup> Academic Building  
Phone: 9291254-8  
Extension: 237, 3285

### INTDENT FOR SERVICE FROM ICT CENTRE

Name:

Date:

Designation:

Dept./Office:

Equipment Serial Number

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Problem Description:

Signature Of the User

Head of Dept./Office

Person assigned for the service:

Task ID

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Name:

Head, ICT Centre

Identified Problem (s):

Maintenance Status: Problem Solved

Budget Source	Signature (Head)

Require new item (s)/replacement of items (s) as given below:

S/N	Item Name	Description	Available in store	Qty.	Cost (tk)

Total Amount Tk. (Approx.)

Signature (ME, ICTC)

Forwarded to the Head of the

Department/Office for necessary action

Submitted to the Pro-Vice-Chancellor/Vice-Chancellor for his kind approval and necessary instruction for the allocation of the mentioned amount in advance to the head P and D for the procurement of the aforesaid item (s).

Vice-Chancellor

Head, ICT Centre