



Form ID: DYPCET: Store/003-1

Date: _____

REQUISITION INDENT (CONSUMABLE)

Name of Staff _____ Department _____

Material / Item required

Sr No	Material/ Item Name	Quantity	Remarks of store Department
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Purpose _____

Forwarded by (Head of Department): _____

Registrar

Principal

Executive Director

Remark of Store In charge

Material Receiver's Name and Signature

Approved By AICTE, New Delhi, Recognised by Govt. of Maharashtra & Affiliated to Shivaji University, Kolhapur.

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Form ID: DYPCET: Store/003-2

MATERIAL/ITEM AVAILABLE IN STORE

Sr No	Description of Stationery	Sr No	Description of Stationery
1	ANSWER SHEETS	23	OUT PASS BOOK
2	CARBON PAPER BLUE	24	LETTERPAD ENGLISH- A4
3	CHALK BOX COLOUR	25	LETTERPAD ENGLISH- LEGAL
4	CHALK BOX WHITE	26	LETTERPAD MARATHI- LEGAL
5	DEAD STOCK REG. 300P	27	NON-TEACH- FACULITHY ACADEMIC DIARY-I
6	DUSTER	28	TEACH- FACULITHY ACADEMIC DIARY-I
7	ENVELOPS	29	NON-TEACH- FACULITHY ACADEMIC DIARY-II
8	FAX ROLL	30	TEACH- FACULITHY ACADEMIC DIARY-II
9	BOX FILE (BIG)	31	CONFERENCE PAD
10	OFFICE FILE	32	LEDGER PAER REAM
11	BOX FILE SMALL	33	GATE PASS BOOK
12	GUM BOTTEL 50ML	34	FOLDER
13	PAPER PIN	35	TAG BUNDEL
14	PLAIN PAPER	36	TC NO DUES BOOK
15	RULED PAPER	37	TUITION FEE RECEIPT BOOK
16	XEROX PAPER A-4	38	VOUCHER BOOK
17	XEROX PAPER FS	39	REGISTRATION FORMS BOOK
18	PENCIL	40	BONAFIDE CERTIFICATE BOOK
19	ROLL CALL	41	DUPLICATE TC BOOK
20	SEMI CON. REG. 200P	42	TC BOOK
21	STAPLER PIN-NO-10	43	GENERAL RECEIPT BOOK
22	U PIN	45	

SANITARY

Sr No	Description of Sanitary Material	Sr No	Description of Sanitary Material
1	GRASS BROOMS	17	SHINEIT POWDER 5KG
2	COCA BROOMS	18	HARPIC
3	NAPKIN (Table Duster)	19	CELLING BROOMS
4	NAPKIN FLOOR	20	ROUND BRUSH NAYLON
5	PHYNOL BLACK	21	COLIN
6	PHYNOL WHITE (Green)	22	SUPALI
7	ACID	23	HOCKEY BROSH
8	DAMBAR GOLI	24	ONLY MOP
9	SCENTED GOLI (Sanicubes)	25	MOP WITH STICK
10	WIPER FLOOR (Plastic)	26	STAIN REMOVER - 5ITR
11	NIRMA	27	UTENCIL CLEANER - 5ITR
12	BRUSH NAYLON	28	GLASS CLEANER - 5ITR
13	BUCKET (Big size)	29	TOILET CLEANER - 5ITR
14	BUCKET TOILET	30	FLOOR CLEANER - 5ITR
15	(BUCKET) DUST BIN	31	UPHOLSTRY CLANER - 5ITR
16	GLASS WIPER	32	SANITIZER

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