



# HI-TECH

INSTITUTE OF ENGINEERING & TECHNOLOGY

(A Unit of Anand Educational Society)

(Approved by AICTE and Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow)

773, 26 Km, Delhi-Hapur Bypass (NH-9),

Ghaziabad (U.P.) 201015

Ph: +91-9990533033, Fax: 0120-2762033

E-mail: [director@hiet.org](mailto:director@hiet.org), [registrar@hiet.org](mailto:registrar@hiet.org)

Website: [www.hiet.org](http://www.hiet.org)

## Approval Form for Required Material

Deptt. File Ref. No. : .....

Date : .....

Dear Sir,

1. The items are required by Office/Department: .....,
2. The items are required by Date: ..... (In case of major function of campus, the requirement is to be submitted at least one week in advance to manage the material by Purchase Officer)
3. The items are required for the Purpose: .....

S. No.	Description of the Items required	Unit	Qty Demanded	Qty available in Deptt.	Net Required
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

(Deptt. Co-ordinators)

(Head of Department)

Contact No.: .....

Remarks by Director Sir:    Approved / Not-approved

.....  
Counter-signed by Chairman/Secretary

Approved / Not-approved