

# REQUISITION FORM

NUST Clubs & Societies, H-12 Campus, Islamabad



- Name of Club/ Society
- Sponsor School
- Event Activity  **INSIDE CAMPUS**  **OUTSIDE CAMPUS**
- Event Title  Date   
Time
- Approx attendance Students/ Faculty
- Previous Event activity held by Club / Society
- Date of previous activity event held
- Has the post event report of the previous event submitted to SA Dte? Yes  No
- Is the Event included in Calendar of Activities? Yes  No
- Request for Budget Allocation  (Details be Annexed as Anx 'A')
- Program of Event be annexed as Anx 'B'

## **FOR INSIDE CAMPUS EVENT**

- Chief Guest (Sponsor School to Request and confirm)
- Venue
- Availability of Venue by respective School Available  Not Available
- Name / Designation/ Date \_\_\_\_\_
- Any other assistance required (Anx 'C')

## **FOR OUTSIDE CAMPUS EVENT**

■ Is transport required? 

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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 (If Yes, details be annexed at Anx 'D')

■ Any other assistance required (Anx 'E')

## **FOR CLUB / SOCIETY / SPONSOR SCHOOL ONLY**

President	Faculty Sponsor	Principal
Name:	Name:	Name:
Cell:	Cell:	Cell:
Sig:	Sig:	Sig:

## **FOR OFFICE USE ONLY**

DD/Dir Adm	DD/ Dir SA	Pro Rector (Acad)
Name:	Name:	<b>Approved / Not Approved</b>
Sig:	Sig:	Sig:
Date	Date	Date