



REQUEST FORM
(Common for all departments)

Review Date:

Sheet 1 of 1

Contact Name	Bilal Iqbal	Designation	AM Sum
Department	Planning & Procurement	Email	
Extension	7037, 7022, 7020	Contact No	8321-2489170

Event Details: Workshop ☐ Seminar ☐ Lecture ☐ Other ☒

Date	Start: 24/08/23	End: 24/08/23
Time	Start: 10:00 am	End: 2:00 pm
Details(Title/Procedure)	Tender opening	
Chief Guest Name	Procurement Committee	
No. of attendees	Vendors.	

Equipment and services required

Data Projector	Yes or No <input checked="" type="checkbox"/>	Photography	Yes or No <input checked="" type="checkbox"/>
Audio	Yes or No <input checked="" type="checkbox"/>	Laptop	Yes or No <input checked="" type="checkbox"/>
Internet Connectivity	Yes or No <input checked="" type="checkbox"/>		

Other requirements:

N/A.

Brief Description of the Event (For uploading on website)

Tender opening.

Head of Department/Institute (Signature with Seal)	
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Guidelines for completing the booking form

- Dully filled and email to: admin@smbbtg.gos.pk, OR submit to Administration department (Ext: 7007 & 7008)
- Confirmation will be informed through proper channel & depend on the availability of all resources.
- Form should be submitted before 15 days of event.
- Events related to Institute will be given preference.

For Office Use Only	
Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Approved by
Approved Seminar Room 9 th <input type="checkbox"/> 10 th <input type="checkbox"/> 11 th <input type="checkbox"/> 12 th <input checked="" type="checkbox"/>	Reviewed by