



REQUEST FORM
(Common for all departments)

Review Date:

Sheet 1 of 1

Contact Name	BILAL TOREES	Designation	AM SM
Department	Planning & Procurement	Email	
Extension	1637, 7020, 7022	Contact No	0321-2489170

Event Details: Workshop ☐ Seminar ☐ Lecture ☐ Other ☒

Date	Start: 28/08/23	End: 28/08/23
Time	Start: 10:00 am	End: 01:00 pm
Details(Title/Procedure)	Tender Opening	
Chief Guest Name	Procurement committee	
No. of attendees	Vendors	

Equipment and services required

Data Projector	Yes or <u>No</u>	Photography	Yes or <u>No</u>
Audio	Yes or <u>No</u>	Laptop	Yes or <u>No</u>
Internet Connectivity	Yes or <u>No</u>		

Other requirements:

N/A

Brief Description of the Event (For uploading on website)

Tender opening

Head of Department/Institute
(Signature with Seal)

[Signature]

Guidelines for completing the booking form

- Dully filled and email to: admin@smbbtc.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

[Signature]