จบท. 213

Form of Reserved Supply Request

To: Supply Department, ○ City Campus ○ Rangsit Campus

From: ……..……

Date: ……

Please kindly reserve items below for Office/School of …….…….…….

from semester…… of Academic year ……..……..….

Item no.	Description	Item details	Example attached	Reserved numbers (per month)
1				
2				
3				
4				
5				

……	……	……	……
Provider	Head of department	Director/Dean ……	AP/VP for ……
..……/……/……..	..……/……/……..	..……/……/……..	..……/……/……..

To: Vice President for Financial Affairs/Assistant to the President for Financial Affairs/
Director of Assets Acquisition and Administration Office

○ Approved ○ Disapproved

Reasons: ……

……..……

……..	……..……..
Head, Supply Department, City Campus	Director, Assets Acquisition and Administration Office

○ Approve to reserve the item no. …….……

○ Disapprove to reserve the item no. …….

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VP for Financial Affairs/AP for Financial Affairs

Approval Authority