

**Durable Articles Request Form**

**Campus**       City       Rangsit

**To**                      Head, Architectural Design Department                      **Date**...../...../.....  
                                 through Director, Building and Utilities  
                                 Administration Office/ Assistant Director, Building  
                                 and Utilities Administration Office

Department of ..... School/ Office..... would like to request durable articles from Supply Department for using in the School/ Office/ Department at Building ..... Floor..... as listed below:

- 1.).....
- 2.).....
- 3.).....

.....  
**Requester (Print)**                      **Dean/ Director**.....                      **VP for**...../  
...../...../.....                      ...../...../.....                      **AP for**.....  
Ext.....                      ...../...../.....

**For Architectural Design Department**

**Comment**.....  
.....  
.....

**Remarks:**.....  
.....  
.....

.....  
**Director,**  
**Office of Buildings and Grounds**

**For Supply Department**

**To** VP for Financial Affairs/ AP for Financial Affairs/ Director, Assets Acquisition and Administration Office

- For your approval on durable articles requested above
- Others.....

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**Head, Supply Department, City Campus/**  
**Head, Supply Department, Rangsit Campus**

Should be approved  
 Disapproved  
 Others.....  
.....  
**Director, Assets Acquisition and Administration Office**

Should be approved  
 Disapproved  
 Others.....  
.....  
**AP for Financial Affairs**