

**Department of Civil Engineering**  
**Regular Expenses for Labs and Groups**  
**Fund Request Form**

Details of the request: Use back side or attachments if needed. Use separate form for each expenditure head

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Amount Requested (with GST and all inclusive)	
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Staff-in-charge	Faculty-in-charge	Signature with date of the Group coordinator	
For Office Use	TSE, GE, WRE, SE, RS, OE, CTAM, CR, OFF REG: CON, EQP, MRE, OTC, SIP: EQP, DDF: EQP CCT, CEA: CCT		
1. AMS/FV60-ERP/PR		Tracking No.	
2. AMS/PR/PCF		Allocated	
3. AMS/CS/PCR		Consumed	
4. ERP/PO		Balance	
5. AMS/PO		Approved	
6. AMS/SR/GRN		Closure	

Remarks

Stores

Head