International Islamic University Chittagong
Inventory for Photocopier

Office/Dept/ Div./Cent.:			Date:				

Sl. No.	Photocopier's Brand & Model No.	Particulars				Condition		
						Good	Weak	Dead
1	Brand:	User Name:		Mob :				
	Model:	Bld name:	Floor. No.	Room no.				
2	Brand:	User Name:		Mob :				
	Model:	Bld name:	Floor. No.	Room no.				
3	Brand:	User Name:		Mob :				
	Model:	Bld name:	Floor. No.	Room no.				
4	Brand:	User Name:		Mob :				
	Model:	Bld name:	Floor. No.	Room no.				
5	Brand:	User Name:		Mob :				
	Model:	Bld name:	Floor. No.	Room no.				

Stock Position - Photocopier

Sl. No.	Photocopier Brand& Model No.	Condition					Remarks
		Good	Weak	Repairable	Dead	Damaged	
1	Brand:						
	Model:						
2	Brand:						
	Model:						
3	Brand:						
	Model:						
4	Brand:						
	Model:						
5	Brand:						
	Model:						
6	Brand:						
	Model:						

_____   _____
Authrized officer   Head of the Office /Dept./ Div./Cent.

Note:

*   If use in combind pls. write down common use

* Please use additional sheet if necessary

* Pls. do not use tick mark, in condition column just write down **good , weak , dead** etc (which one is applicable)

* If there have no photocopier , pls. writedown '**Not Available'** in condition Column

* For any quary please contact with **Md. Nazim Uddin , DD . LMD.PABX:379 Mob:01710421945**

* After fillup, this format submitted to **Md. Nazim Uddin , DD . LMD.**

Maintained By: Logistics & Maintenance Division, LMD

International Islamic University Chittagong
Inventory for Printer

Office/Dept/ Div./Cent.:				Date:			

Sl. No.	Printer's Brand & Model No.	Particulars				Condition		
						Good	Weak	Dead
1	Brand:	User Name:			Mob :			
	Model:	Bld name:	Floor. No.		Room no.			
2	Brand:	User Name:			Mob :			
	Model:	Bld name:	Floor. No.		Room no.			
3	Brand:	User Name:			Mob :			
	Model:	Bld name:	Floor. No.		Room no.			
4	Brand:	User Name:			Mob :			
	Model:	Bld name:	Floor. No.		Room no.			
5	Brand:	User Name:			Mob :			
	Model:	Bld name:	Floor. No.		Room no.			
6	Brand:	User Name:			Mob :			
	Model:	Bld name:	Floor. No.		Room no.			
7	Brand:	User Name:			Mob :			
	Model:	Bld name:	Floor. No.		Room no.			
8	Brand:	User Name:			Mob :			
	Model:	Bld name:	Floor. No.		Room no.			
9	Brand:	User Name:			Mob :			
	Model:	Bld name:	Floor. No.		Room no.			
10	Brand:	User Name:			Mob :			
	Model:	Bld name:	Floor. No.		Room no.			

Stock Position

Sl. No.	Printer's Brand & Model No.	Condition					Remarks
		Good	Weak	Repairable	Dead	Damaged	
1	Brand:						
	Model:						
2	Brand:						
	Model:						
3	Brand:						
	Model:						
4	Brand:						
	Model:						
5	Brand:						
	Model:						

_____   _____
Authorized Officer   Head of the Office /Dept./Div./Cent.

Note:

* Please use additional sheet, if necessary
* If the printer is combindly used , write down **Commonly used** in Particulars column
* If there are no printer , pls. writedown '**Not Available'** in Condition Column
* Pls. do not use tick mark, in condition column just write down **good, weak, dead** etc. (which one is applicable)
* For any quary please contact **Md. Nazim Uddin , DD . LMD.PABX:379 Mob:01710421945**
* After fillup, this format submitted to **Md. Nazim Uddin , DD . LMD.**

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