

KISII UNIVERSITY
OFFICE OF DEPUTY REGISTRAR CENTRAL SERVICES
WORK REQUISITION FORM
JOB CARD

(To be filled in Triplicate)

One (1) copy to be retained by requisition Department/section.

Two (2) copies to be submitted to Estate Department for work to be done.

Part. A

Department Requesting services.....

To: Deputy Registrar (CS)/Technician in-charge.....

Could you please arrange for the following repairs to be carried out in the place(s) indicated:-

- 1)
- 2)
- 3)
- 4)
- 5)

Name: **Signature:**

Phone No: **Date:**

PART. B

Comments by Deputy Registrar (CS)/Technician in-charge.

.....

Signature: **Date:**

PART. C

Comment by Artisan (include material required if any)

.....

Name: **Signature:** **Date:**

PART. D

Stores

I certify that I have issued the above materials to Artisan.

Name of store clerk: Signature: Date:

Name of Artisan: Signature: Date:

(Receiving materials)

PART. E

HOD/Section Head that requested for service.

I certify that the above materials have been used and work satisfactorily carried out.

Name: **Signature:** **Date:**