CCC Application No…………………………   **Date: ……………………….**

To

  The System Manager
  Central Computer Center
  Gautam Buddha University

Subject: - Application for Printer cartridge Refill.

Sir,

  This is to inform you that my printer cartridge needs to be refilled. Details are as follows:

- Printer Model No. ………………………………

- Printer S.No. ………………………………………………

- Cartridge Condition: Good- ☐   Damage-☐

                                         Signature of User

                       Name:…………………………………………………….

                       Designation:……………………………………………….

                       Department:…………………………………………….

     Dean/HOD   **S M**

(Signature & Seal)   **(Signature & Seal)**

Cartridge Received By:-

Name:……………………………….   **Condition :** Good-☐   Damage-☐   **Sign……………………….**

For CCC Use Only

    1. Issued Cartridge S.No……………………………….
    2. Issued Cartridge Model no………………………….
    3. Register Request no……………………………………
    4. Issued Date …………………………………………….
    5. Refill/Recycle/New…………………………………..

                                                    (Authorized Signature
                                                  Of Cartridge In charge)