



JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

Engineering Workshops

iPIC Building (2nd Floor, Exhibition Hall. 1st Floor, Instruction Room. Ground Floor, Boardroom)

FACILITY USAGE REQUISITION FORM (Fill in Triplicate)

PART ONE

Event Name.....

Event Date/s: From To Event Time: From..... To

Expected Number of Participants:

Additional Facility Required: Projector YES NO

Requesting Officer: Name Signature.....

Contacts: Mobile..... Office Extension

Date of Request.....

PART TWO: OVERALL IN-CHARGE OF EVENT (DVC/PRINCIPAL/DEAN/DIRECTOR/CHAIR)

(I recommend/do not recommend this request)

Reason/s

Signature..... Date

PART THREE: FACILITY USAGE PAYMENT

Table with 3 columns: Facility Usage Fee, Amount Required, Mode of Payments. Includes options for Fee Required/No Fee Required, Full Day/Half Day Kshs, and Cash/Check-Off.

(For cash payment, attach receipt of payment to this form before returning).

(For check-off payment, overall in-charge of event kindly authorize charging of your department vote).

(I authorize/do not authorize transfer of required facility usage fee of Kshs..... from our department vote number..... to Engineering Workshop Department vote number 87066).

Signature..... Date

PART FOUR: MANAGER, ENGINEERING WORKSHOPS

Approved/Not approved

If not Approved: Reason/s.....

Signature..... Date

NOTE: This Requisition Form MUST be returned to the Engineering Workshops Manager's Office 14 working days before the actual day of the event. The Hall/ Room/s shall not be available to any user department that shall not adhere to this requirement.

