

# Pakistan Institute of Fashion & Design, Lahore

## Shifting / Movement of Equipment, Machinery, Furniture & Fixture Form

Deptt. Name: \_\_\_\_\_

Dated: \_\_\_\_\_

Shift From: \_\_\_\_\_  
(Plz mention Floor and Class/Labs )

Shift To \_\_\_\_\_  
(Plz mention Floor and Class/Labs )

Sr. No.	Detail Of Shifted Items (Equipment, Machinery and Furniture & Fixture)	Qty.	Tag Number
1			
2			
3			
4			
5			
6			
7			
Total Number of Items to be Shifted:			

Purpose of Shifting \_\_\_\_\_

(Approval from Registrar for shifting / moved items should be attached)

\_\_\_\_\_  
Sign. Of Course Coordinator / HOD  
(Shifting Department)

\_\_\_\_\_  
Sign. Of Course Coordinator / HOD  
(Receiving Department)

\_\_\_\_\_  
Sign. Of Store Incharge

\_\_\_\_\_  
Sign. Of Admin Deptt.