Annex 5
UNIVERSITY OF PANNONIA

STAMP DISPOSAL REQUEST FORM

Faculty/comprehensive organisational unit/organisational unit/unit initiating disposal:
……

No.	Imprint of the stamp	Reason for disposal	Comments

Annex: stamp to be disposed of or its ink pad

Date:

……
name and signature of the head of the requesting faculty / comprehensive organisational unit / organisational unit / unit initiating disposal

I have received the stamp for disposal:

Date:

……
name and signature of the administrator of the Logistics Department of the Directorate of Legal Affairs and Procurement

Note: This Request Form is to be completed in two copies by the unit initiating disposal. After it has been signed by the representative of the Logistics Department, one copy of the form remains with the initiating faculty/comprehensive organisational unit/organisational unit/unit and one copy is kept in the archives of the Logistics Department.