

Store Purchase SectionSP FORM No. (I)Format for Minor Purchase upto Rs. 25,000/-(To be attached with Consumable/ Non Consumable Form)

Following item(s) has/ have been procured as per the details furnished below:

Name of the item : \_\_\_\_\_

Unit Price : \_\_\_\_\_ (In Rupees \_\_\_\_\_)

Quantity : \_\_\_\_\_

Total Cost : \_\_\_\_\_ (Qty. X Unit Price)

Source of Fund : Institute (Budget Head \_\_\_\_\_)

(√ any one) Projects (Project No. \_\_\_\_\_)

The Undersigned is personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Department : \_\_\_\_\_

Emp. Code : \_\_\_\_\_

Dean (R&D)/ DR (SPS)

**Through: HOD**