

INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS, NEW DELHI - 110016.

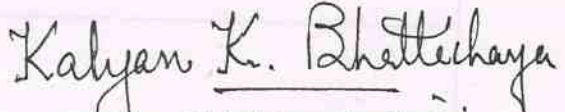
COORDINATION SECTION

No.IITD/CDN/2007/104

Dated: 15.05.2007

Sub:- Payment through Credit Card.

This is in continuation of the earlier notification No.IITD/CDN/2007/76 dt. 03.05.2007 on the subject "**Payment through Credit Card**". IIT Delhi has decided to facilitate payments through credit card by faculty for national and international purchases, payment of registration fees for conferences etc. For this purpose, the Institute plans to acquire two credit cards, one of which would be with the Accounts Section and the other with the IRD Accounts. In case, a faculty member would like to propose his/her payments through these credit cards, the enclosed requisition form should be filled and sent to the appropriate unit (Institute Accounts or IRD Accounts). Please note that other purchase rules including appropriate sanction as required are still applicable and this is only a mechanism for payment. As per note mentioned in the form, the payment amount would stand as advance in the name of the faculty member till the receipts along with C/NC forms (if applicable) are submitted.


(Kalyan.K. Bhattacharjee)
Asstt.Registrar(CDN)

Dy. Directors/Deans/Heads of Deptts./Centres/Sections//Units/Cells.

- cc to:-
1. PS to Director
 2. Secy. to Registrar
 3. Dy.Registrar(A/Cs)
 4. Head, Hindi Cell : To publish in "SAMPARK"
 5. Professor I/C, : To publish in "This Fortnight in
Publication Cell IIT Delhi".
 6. Circulation file

Annexure to the CDN notification No: IITD/CDN/2007/104
dated 15-May-2007.

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Requisition Form for Credit Card Payment

This form can be used for Internet payments using credit card for purchases, conference registration fee etc. Wherever applicable, separate sanction using Institute purchase procedure is still required.

1.	Name				
2.	E.C.				
3.	Department/Centre				
4.	Purchase through	Institute		IRD	
5.	Source of funds (Institute code/project code)				
6.	Vendor's name				
7.	Website				
8.	Invoice or purchase details enclosed	Yes		No	
9.	Total amount incl. currency				
10.	Sanctioning Authority (Name & signature with date) (HoD/Cs/PI/CI)	<p style="text-align: center;"> <i>Kalyan K. Dhanrajayee</i> Kalyan K. Dhanrajayee Asst. Registrar CDN </p>			

I request the Institute/IRD to make the enclosed payment using the Credit Card. I am aware that this amount would stand as advance in my name till the same is settled using C/NC forms with and/or receipt for payment.

Asstt. Registrar (A/Cs)/
IRD (A/Cs)

Signature "SADHARK"

Date

Name