

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

COORDINATION SECTION

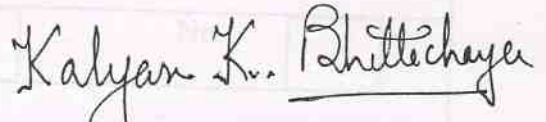
No.IITD/CDN/2007/76

Dated: 03.05.2007

Sub:- Credits Cards Payment.

Usage of credit Cards for any kind of official payment has been approved by the Director on the recommendation of the 07/06th Deans Committee meeting held on 03rd April 2007. The requisition Form for Credit Card Payments are enclosed herewith.

The Heads of Deptts/Centre/Sections/Units/cells are requested to kindly bring the contents of these notice of all faculty and staff members under their charge.



(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/2007/76
dated 03-May-2007.

INDIAN INSTITUTE OF TECHNOLOGY DELHI
INDIAN INSTITUTE OF TECHNOLOGY DELHI

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)				

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/N/C forms with and/or receipt for payment.

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

Signature

Date

Name