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__________________________)
- Projects (Project No.__________________________)

(√ any one)

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
(Not required for IRD/ Project Purchase)