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