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 : _________________________________

Through: HOD
(Not required for IRD/ Project Purchase)

Dean (R&D)/ DR (SPS)