

Date: _____

PURCHASE INDENT-CUM-SANCTION SHEET –GENERAL PURPOSE

Name of the Indenter:

Contact Number:

Designation: JS (Students)

Source of funds:

Department/ Centre/ Section:

Nature: Non-recurring

Sl. No.	Description of Item/s	Justification	Qty.	Estimated Rate (INR)	Estimated Amount (INR)
1					
Sub-Total					
Applicable GST					
Grand Total					
Amount (In words): Rs. _____ Only.					

Terms & Conditions:

1. Mode of Purchase:
2. Category of items: Non consumable stock/ Limited time Assets/Consumable stock
3. Estimate/price justification/reference needs to be attached for indent above 2 Lakhs.



(Signature of Indenter)

Dean (Students)

For use by Finance & Accounts Section

An amount of Rs. _____/- is available/belong to already allocated under budget head OH-31 / OH-35 /Other (Please Specify the budget head _____) for the Financial Year 20__ / __ allotted to the School/Centre/Dept. _____ and has been recorded in the Budget Register.

JA/SA/JS(F&A)

DR(F&A)/O i/c (F&A)

TO BE SUBMITTED TO THE AUTHORITY RESPONSIBLE FOR ISSUING PURCHASE ORDER

#Sanctioning/ Approving Limit (CFA):

HoD/ HoC/ Registrar/SE
Up to 2 Lakhs

Dean
Up to 3 Lakhs

Director
Beyond 3 Lakhs