

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Purchase Proposal Request Form

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File No. _____

To:
Officer In-charge
Store and Purchase Division
IIT Kanpur

Department Indent No.: _____
Department : _____
Indenter PF No. : _____

Indent Date: _____
Quotation Attached (Y/N)

Type of Material			Purchase Order Type	
Consumable			Normal	
Non-Consumable			Repeat Order	
Limited Time Asset			Rate Contract	

Please Tick where-ever applicable Item Category _____
(Please see the overleaf page for Details information Category)

Detail of Required Items

Sl.No.	Complete Description of Items (Specification Model, Catalog No.) use separate sheet if required	Stock Held on date (where ever applicable)	Quantity Required	Purpose	Approx Unit price	Approx Total cost
Total						

Budget Details:

Sl.No.	Department Name/Project No.	Budget Head	Budget Amount

Suggested Supplier:

Sl.No.	Name of the Supplier	Address

- 1) Whether Items are available in Central Stores Y/N
2) Certified that allocation exist for the above amount

Approved

Indenters name
Name: _____
PF No: _____
Email: _____
Phone No.: _____

Head of the Department

DORD/Dy. Director/Director