

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
Purchase Proposal Request Form

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File No _____

To
Officer In-charge
Store & Purchase Division.
IIT Kanpur.

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

Indent. Date _____
Quotation Attached (Y/N)

Types of Material:	Purchase Order Type
<i>Consumable</i>	<i>Normal</i>
<i>Non-Consumable</i>	<i>Repeat Order</i>
<i>Limited Time Asset</i>	<i>Rate Contract</i>

Please Tick Where ever-applicable

Item Category _____

([Please see the next page for Detailed info. of Category](#))

Items Details of Required Items

Serial No	Complete Description of Items (Specification Model, Catalog No) Use separate Sheet If required	Stock Held On date (Where ever Applicable)	Quantity Required	Purpose	Aprox Units price	Aprox Total Cost
Total Cost						

Budget Details

Sr. No.	Department Name/ Project No	Budget Head	Budget Amt

Suggested Supplier

Sr. No.	Name	Address

1) Whether Items are available in Central Stores. Y N

2) Certified that Allocation exist for the above Amount.

Approved

Indenter's Signature
Name : _____
PF No _____
Email _____

HOD Signature
(Signature)

DORD/Dy-Director/ Director
(Signature)

Purchase Categories for which separate Indent Form are to be used

1. Stationery
2. Survey and Drawing Equipment
3. Wooden & steel Furniture
4. Office Equipment
5. Cooling Equipment & Goods
6. Electrical / Electronic Equipment & Goods
7. Scientific Equipment & Goods
8. Tools
9. Hardware
10. Wood
11. Gas & Gas cylinder etc.
12. Medicines. Medical & Photographic Equipment and Goods
13. Chemicals
14. Glassware & Glass Apparatus
15. Textile & liveries
16. Petroleum Products
17. Anything not covered Under the above