

PURCHASE PROPOSAL REQUEST FORM FOR ITEMS COSTING BELOW RS. 15,000.00
FROM GRANT OF RESPECTIVE CENTER/PROJECT/INSTITUTE

Indenter's Name and Designation (Regular Staff)

Purchase order Type :Normal/Rate Contract/Repeat Order, etc.

Details of sanction letter (if applicable), a copy may be attached

Budget Details for booking expenditure :-

(a) Name of Project/ Budget Head

(b) Sub Budget Head (if applicable)

(c) Availability of funds in concerned head (Yes/No)

S. No.	Complete Description/ Specification of Items/Material	Qty.	Unit Price (Approx.)	Total Amt. (Approx.)	Types of Items/Material (Consumable or Non-consumable)	Purpose and full justification
1.						

Signature of Indenter
with date

Signature and recommendation of
PI/Reporting Officer (As applicable)

Approved/Not Approved

Incharge Regional Centre/Centre Head/Director