



# THAPAR UNIVERSITY, PATIALA

## PURCHASE/FUND CLEARNACE INDENT

Nature of Purchase Indent : ARC  Proprietary  Repeat Order  Spot Purchase  Other

| Deptt./Unit | Budget Head | Indent No. | Date of Indent | Material Required by (Date) |
|-------------|-------------|------------|----------------|-----------------------------|
|             |             |            |                |                             |

| Sr. No. | Item(s) Comprehensive Specification* | Quantity | Estimated Cost | Additional Information  |
|---------|--------------------------------------|----------|----------------|---|
|         |                                      |          |                | Any specific information required*  |
|         |                                      |          |                | Test certificate required Yes <input type="checkbox"/> No <input type="checkbox"/>        |
|         |                                      |          |                | Calibration certificate required Yes <input type="checkbox"/> No <input type="checkbox"/> |
|         |                                      |          |                | (Please score out which is not applicable)  |

\* Please use separate sheet if required and attach vendor and product information, if any available with you

Purchase recommended as an approved equipment/essential. Certificates that the Budget Provision exists for the purchase of above item(s) and that the funds are available. Recommended for approval.

Director Approval is enclosed for purchase of Plant & Machinery, Furniture & Fixture, Office Equipment, Lab. Equipment & other capital items including Building & Works

Purchase Indent enter in Deptt./School/Centre/ Unit Register at Page  Sr.No.  Date

| Budget Head | Budget for the year | Funds Cleared | Balance Available |
|-------------|---------------------|---------------|-------------------|
|             |                     |               |                   |

### Spot Purchase Committee, if any

|    |  |    |  |
|----|--|----|--|
| 1. |  | 2. |  |
| 3. |  | 4. |  |

### For Proprietary Nature Items

|  |
|--|
|  |
|--|

(Indentor)

Head of the Deptt./School/Centre/Unit

### For use in Accounts Section

Sufficient funds are available/not available under the Budget Head \_\_\_\_\_ of Department \_\_\_\_\_  
 Funds Amounting to Rs. \_\_\_\_\_ may be redeployed from Budget Head \_\_\_\_\_ of Deptt. \_\_\_\_\_  
 Funds Cleared vide Sr. No. \_\_\_\_\_ on \_\_\_\_\_ for Rs. \_\_\_\_\_

**APPROVED**

D R (F&A)

Dean / DIRECTOR

Note : Please attach this original Purchase Indent with the Adjustment/Payment Bills.

P.T.O.

**FOR USE IN A R (CS)**

Indent Registration No.

Date

The Indent for the purchase of \_\_\_\_\_ has been registered in the above indent registration no. Please quote this number for any further inquiry.

2. THE INDENTING OFFICER must furnish below here the names of atleast 5 standard suppliers with complete latest addresses, from which the above mentioned equipment/Store can be purchased.

|     |  |
|-----|--|
| (a) |  |
| (b) |  |
| (c) |  |
| (d) |  |
| (e) |  |
| (f) |  |
| (g) |  |
| (h) |  |
| (i) |  |
| (j) |  |

**CHECK LIST**

01. Have you filled in the Purchase Indent No. & Date?
02. Have you indicated the Chargeable Head of Account?
03. Have you given all the essential specifications of the equipment/store indented along with quality?
04. Have you given the addresses of at least 5 prospective suppliers?
05. Have you got the fund cleared from the Account Section?

\_\_\_\_\_  
Signature of Indenting Official