

THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY, PATIALA

PURCHASE/FUND CLEARANCE 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)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Sr. No.	Item(s) Comprehensive Specification*	Qty.	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 No. Sr.No. Date

Budget Head	Budget for the year	Funds Cleared	Balance Available
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Spot Purchase Committee, if any

1.	<input style="width: 95%;" type="text"/>	2.	<input style="width: 95%;" type="text"/>
3.	<input style="width: 95%;" type="text"/>	4.	<input style="width: 95%;" type="text"/>

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.

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