



INDIAN INSTITUTE OF TECHNOLOGY INDORE

GENERAL PAYMENT AGAINST DIRECT PURCHASE FORM

(Please use separate Form for TA-DA/Local Conveyance/General Advance settlement/Medical Expenses/ CPDA)

1	Purpose of the Expenditure				
2	Name of the Applicant		3 Designation		4 Department
5	Payment to be made in the favour of	Claimant ()		Party ()	
6	Please specify the budget head for expenditure	Departmental () Project () Others ()			
		(Please specify other source/Project No. if applicable)			
7	Amount Claimed (Rs)				
8	Declaration by Applicant	<p>1. Certified that the item procured was for the official purpose.</p> <p>2. Certified that I have not purchased any material from any supplier for more than Rs.5,000/- in a day. In case of payment of more than Rs. 5,000/- VAT shall be deducted from reimbursement to applicant. (For details please refer SOP).</p> <p>3. Certified that I am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.</p>			
		(Signature of Applicant)			
9	Signature of Recommending Authority				
10	Signature of the Approving Authority having financial power to sanction above expenses				

Note:

1. Please attach the approval, if any.
2. Form to be sent to Material Management Division for stock entry in the asset register in order to avoid time lag.
3. The consumables purchased also to be entered in the stock register.