



# INDIAN INSTITUTE OF TECHNOLOGY INDORE

## Standard Operating Procedure (SOP) for General advance and settlement in Form F-10 & 11

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- i) Advance request should accompany the approval of the sanctioning authority as per Delegation of Financial Powers.
- ii) Advance requests amounting more than ₹ 5,000/- should accompany detailed estimate in terms of item, nature, rate and quantity.
- iii) Cash payments amounting more than ₹ 5,000/- should be avoided by the individual. The payment will be made directly to the firm.
- iv) As per recent amendment in Section 26(1) M.P. Vat Act. . Payment / credit to any vendor / supplier for a value of above Rs. 5,000/-, VAT amount is to be deducted from payment to vendor / supplier and the same is to be deposited with Commercial Tax Department of Madhya Pradesh State.

It is advised to all the concerned that any purchase above Rs.5,000/- is to be done on credit basis only and payment of the same shall be made directly by the Institute to Supplier as per general payment procedures of the institute, after deducting VAT.