



भारतीय प्रौद्योगिकी संस्थान इन्दौर  
सिमरोल, खंडवा रोड, इन्दौर, भारत, पिन - 453 552

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IIT Indore

**ISSUE VOUCHER (SS01)**  
**(CONSUMABLE / NON-CONSUMABLE STORES)**

SS01 Sl. No. \_\_\_\_\_  
Date: \_\_\_\_\_  
(for stores use only)

Indenter's Name: \_\_\_\_\_ Designation: \_\_\_\_\_

ID No.: \_\_\_\_\_ Department: \_\_\_\_\_ E-mail id: \_\_\_\_\_

**CERTIFICATION BY THE INDENTOR:**

Date of Delivery of the material: \_\_\_\_\_

Installation required: Yes / NO

If required, date of Installation: \_\_\_\_\_

(Please attach installation certificate clearly mentioning the date of installation)

\_\_\_\_\_  
Signature of the Indentor

<b>1. Supplier's Name &amp; Address:</b>	<b>2. PO No. &amp; Date:</b>
<b>3. Budget Head of Account:</b>	<b>4. Challan No. &amp; Date:</b>
<b>5. Invoice No. &amp; Date:</b>	<b>6. Invoice amount:</b>
<b>7. Project No.(if applicable):</b>	<b>8. Name of Project Investigator/ Indenter:</b>

Sl. No.	Item Description with code	Quantity		Cost (₹)
		Indented	Issued	
<b>Total =</b>				

\_\_\_\_\_  
Signature of Indenter/ Authorized receiver

\_\_\_\_\_  
Signature of HOS/HOD/Dean

**For use of stores:**

The material(s) have been entered in Stock Ledger Consumable/Non-Consumable Serial No. \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of DM

\_\_\_\_\_  
Name & Signature of Manager

\_\_\_\_\_  
Signature of AO/DR

**ACCEPTANCE CERTIFICATE**

1. Certified that the items mentioned in the issue voucher have been inspected and found acceptable by the undersigned in accordance with the quality and quantity and specification(s) in our purchase order.
  
2. Installation & Commissioning certificate/document is enclosed for payment\_\_\_\_\_

\_\_\_\_\_  
**Indenter**

**Date:**

\_\_\_\_\_  
**HOS/HOD/DEAN**

**Date:**

**REJECTION CERTIFICATE**

1. The items are rejected for the following reasons

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Indenter**

**Date:**

\_\_\_\_\_  
**HOS/HOD/DEAN**

**Date:**