

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
DEPARTMENT OF _____

Direct Purchase of Assets (Non-Consumable)
To be included in Central Asset Register Maintained in Central Store
(To be routed through Accounts Section along with Bill)

Dated:

Budget Head :
Code :
Financial Year :

Sl. No.	Particular of Items/Equipment with Reference Letter No. & Date	Qty	Total Value	Stock Reg. Page No.
01.				
Total Amount				

Purchased from Institute / Project Fund : Department Budget
(If purchased from Project A/c mention the Project No.
and send it to DORD office)

(Signature of Purchaser)
Name :
PF No. :

Signature of HOD

(For the use of Account Section only)

Budget Heads & Code

Lab Equipment: P-04A, Computer Equipment: P-04B, Furniture: P-04C, General Equipment: P-04D

Passed/Not Passed for the Payment

Signature & Seal of I/C (Account Section)

(For the Office use of Central Store only)

Entered on Ledger Folio No. _____ Page No. _____ Date _____