

**Centre for Continuing Education
Indian Institute of Technology Kanpur**

Request for payment for Purchases/ Reimbursement up to Rs. 50,000

Course Account No.	IITK/CCE/		
Budget head (Tick one)	(a) Contingency (b) Travel (c) Others (Pl. specify)_____		
Payment/Reimbursement to be made in the name of		PF No.	
Bank Name & Account No.			
Payment/Reimbursement			

Details of bills for Payment/Reimbursement

S. No	Invoice/ Bill No.	Date	Goods purchased	Amount (Rs.)
1.				
2.				
3.				
4.				
5.				
6.				
Total				

- 1 I am personally satisfied that the goods purchased are of requisite quality and specification and have been purchased from a reliable supplier at reasonable price.
- 2 That the reasons quoted for reimbursement are genuine and purchase made from personal resources was unavoidable.

Date:

Course Coordinator

For CCE Office use

Passed for an amount of Rs:	
Checked	Passed for Payment
Assistant/Superintendent	Head, CCE

Note: As per the existing Rules, individual cash purchase/payment can be made up to the value of Rs. 25000 only. Reimbursement claim of purchase/payment made for more than Rs. 25000 will not be entertained in any case