



# Indian Institute of Technology Kanpur

## Centre for Continuing Education

Request for payment of Purchases/ Reimbursement up to Rs. 50000/-

|  |  |          |  |
|--|--|----------|--|
| Course Account No.                                 | IITK/CCE/  |          |  |
| Budget head<br>(as applicable)                     | (a) Contingency (b) Travel (c) Others (Pl. specify)_____ |          |  |
| Payment/Reimbursement to<br>be made in the name of |  | P.F. No. |  |
| Bank Name &<br>Account No.                         |  |          |  |
| Payment/Reimbursement                              |  |          |  |

### Details of Bills for Payment/Reimbursement

| S. No        | Invoice/ Bill No. | Date | Course Register Page No. | Goods purchased | Amount (Rs.) |
|--------------|-------------------|------|--------------------------|-----------------|--------------|
| 1.           |                   |      |                          |                 |              |
| 2.           |                   |      |                          |                 |              |
| 3.           |                   |      |                          |                 |              |
| 4.           |                   |      |                          |                 |              |
| 5.           |                   |      |                          |                 |              |
| 6.           |                   |      |                          |                 |              |
| <b>Total</b> |                   |      |                          |                 |              |

- 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

|                                    |                       |                           |
|------------------------------------|-----------------------|---------------------------|
| <b>Passed for an amount of Rs:</b> |                       |                           |
| <b>Checked</b>                     |                       | <b>Passed for Payment</b> |
| <b>Assistant</b>                   | <b>Superintendent</b> | <b>Head, CCE</b>          |

**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**