INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Office of Outreach Activities

Request for payment for Direct Purchase upto Rs. 25,000 *for "GFR 2017" projects* for single purchase/items

Course Account No	IITK/	
Budget head (Tick one)	**(a) Consumable (b) Contingency (c) Travel** **(d) Others (Pl. specify)………………**	
Name and address of the supplier to whom payment is to be made		
Suppliers' Bank details * (*in case of Bank details are not available in the Invoice, please provide Cancelled Cheque)	Bank Name & Address	
	Account Holder's Name	
	IFS Code	
	Bank Account No.	

Details of Bills Submitted for payments:

Sl. No	Invoice/Bill No.	Date	Course Register Page No.	Good Purchased	Amount (Rs.)
1					
2					
3					
4					
5					
Total Amount					

(i) I am personally satisfied that the goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price. (As per rule no. 154 of GFR 2017)

(ii) That the supplier is agreed for payment amount to be transferred to their bank account (details mentioned above) through RTGS mode with email intimation to me.

Signature of the Couse Coordinator

Name :

Approved for Payment

Passed for an amount of Rs:		
Checked		**Passed for Payment**
Assistant	**Jr. Assit. / Supdt.**	**Professor-in-Charge**

Note: **As per the existing Rules, individual cash purchase/payment can be made up to the value of Rs. 25,000 only.**