To,
Officer In-Charge,
Central Store & Purchase Section,
IIT Kanpur.

(A) To be filled by Indenter:
Dept. Indent No.: __________________________ Indent Date: __________
Department: _______________________________

Indenter’s Details:
<table>
<thead>
<tr>
<th>Name</th>
<th>PF No.</th>
<th>Email Id</th>
</tr>
</thead>
</table>

Type of Material:
- Consumable
- Non-Consumable
- Limited Time Asset
- Services

(Please tick whichever is applicable)

Item Details of Required Items:
<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>A complete description of Goods/Services intended to be procured</th>
<th>Stock held as on date</th>
<th>Quantity Required</th>
<th>Unit Price</th>
<th>GST Rate applicable</th>
<th>Total cost With Taxes</th>
</tr>
</thead>
</table>

Total Cost

Budget Details:
<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Department Name / Project No.</th>
<th>Budget Head</th>
<th>Budget Amount</th>
</tr>
</thead>
</table>

Suggested Supplier

Delivery Period

Warranty/Guarantee

Payment Term
1. Certified that the goods/services intended to be purchased (as above) is/are not distributed through Central Stores & Purchase Section.
2. Certified that the Allocation exists for the above amount.
3. Certified that the price quoted by the firm is reasonable as per the knowledge and prevailing market rate.

Intender’s Signature                                      HOD Signature

(B) To be filled by Concerned Budget Unit:

<table>
<thead>
<tr>
<th>Budget Head</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds Available</td>
<td></td>
</tr>
<tr>
<td>Funds Committed</td>
<td></td>
</tr>
</tbody>
</table>

Verified: Sufficient funds are available under above mentioned Head and required amount has been committed.

Dealing Official                                      Officer In-Charge

(C) To be filled by Internal Audit:

Audit Observation:  

Dealing Official                                      Supdt.                        Officer In-Charge

(D) Expenditure Sanctioning Authority:

Approved / Not Approved

PI/Dean/Registrar/Librarian/HOD/HOS/ADRD/DORD/Dy-Director/Director

** As per DFPRs-2022, Power to approve the Purchase is as follows:
  a) PI (for R&D project purchases)/Deans/Registrar/Librarian/HOD/HOS: upto Rs. 10 Lakhs
  b) ADRD (for R&D project purchases): upto Rs.50 Lakhs
  c) DORD (for R&D project purchases only): upto Rs. 1 Cr
  d) Dy. Director: upto Rs. 1 Cr   e) Director: upto Rs. 20 Crores
  f) FC & BOG.: Full Powers