Form No-P-04

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) Signature of HOD

Name :

PF No. :

(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