



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Finance and Account Section

DIRECT PURCHASE FORM

(Separate forms to be used for Consumable and NC/ LTAS items)

Budget Head: (Please tick one)	Non-Consumable <input type="checkbox"/>	LTAS <input type="checkbox"/>	Consumable <input type="checkbox"/>
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Payment Type

In case of Vendor payment , please fill the following:		In case of Reimbursement , please fill the following:	
Vendor Name:		P.F. No./ Roll No.:	
Vendor's Bank Details:	Bank Name:	Name:	
	A/C No:		
	IFS Code:	Reason(s) for the Reimbursement:	
	Branch:	(only with competent authority approval)	

Details of the bill(s) submitted for payments/ reimbursement

SN.	Invoice/ Bill Details		Stock Register Details		Details of the goods purchased	Amount (Rs.)
	Number	Date	Page No.	Stock Type (Cons/ Non-Cons/LTAS)		
1.						
2.						
3.						
4.						
5.						
Total Amount						

Declaration:

I am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at the reasonable price. (Rule 154 of GFR 2017 https://doe.gov.in/files/circulars_document/OM_1_3_2024_PPD_dated_10_07_2024.pdf).

Check Off List:

- Bill should be attached in original and must have GST number of Account I.
- Asset form must be attached, and item must have been entered into Stock Register.

Signature of purchaser	Signature of the Head of Department / Section

For Accounts Purpose

Budget Stamp	Pass for Payment Stamp