

PURCHASE PROPOSAL REQUEST FORM FOR ITEMS COSTING BELOW RS. 25,000.00
FROM GRANT OF RESPECTIVE CENTER/PROJECT/INSTITUTE

Indenter's Name and Designation (Regular Staff)

Purchase order Type: Normal/Rate Contract/Repeat Order, etc.

Details of sanction letter (if applicable) a copy may be attached

(a) Name of Project/ Budget Head

(b) Sub Budget Head (if applicable)

(c) Availability of funds in concerned head. (Yes/No)

S. No.	Complete Description with Specification of Items/Material	Qty.	Unit Price (Approx.)	Total Amt. (Approx.)	Types of Items/Material (Consumable or Non-consumable)	Purpose and full justification
1.						

Signature of Indenter with date

Recommendation of PI/Reporting Officer

Signature & Recommendation Incharge Regional Centre / Centre Head (As applicable)

Approved/Not Approved

Director