

**SPONSORED RESEARCH & CONSULTANCY CELL
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**

PURCHASE REQUISITION AND FUND AVAILABILITY FORM

Requisition No.
Date:

PROJECT CODE	
RECURRING	NON-RECURRING

Sl. No.	Description of Stores (Name in brief)	Total Value

1. Routine purchase procedure followed:

If not, give justification (in case of a Proprietary item necessary certificate to be furnished):

2. Purchase order to be placed on:

3. Validity of quotation up to:

4. Terms of payment recommended:

5. In case of foreign purchase

i) NMI Certificate received from the HOD/ HOC/PI

ii) Whether DOE clearance certificate obtained:

iii) Name and address of the Indian Agent:

iv) Percentage of agency commission (if any):

Signature of the PI

(To be printed at the back of previous page)

7. Fund Availability Equipment / Furniture / Operating

(i) Total grant received / allotted

(ii) Total expenditure incurred including this purchase

(iii) Balance available

Date:

Asst. Registrar (SR&C)

Note: Fund booking is required for all purchases.

.COMMENTS OF PRE-AUDIT

1. Vetted / Not vetted
2. Observations, if any
3. Terms of payment
4. Proposal recommended
/ not recommended.

Audit Officer

The above purchase is approved

Sanctioning Authority

(Director / Dean (R&C))

To

The Asst. Registrar (SR&C)