

School of
IIT Bhubaneswar

Certificate for Purchase of Goods without Quotation
[For purchase of goods up to Rs.25, 000/-]

I,am personally satisfied that the following items purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.

| Sl. No. | Item | Qty | Bill/ Cash Memo No. & Date | Details of Vender | Rate per Unit | Total Amount (INR) | Remarks |
|--------------|------|-----|----------------------------|-------------------|---------------|--------------------|---------|
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| Total | | | | | | | |
| (in words) | | | | | | | |

The items purchased have been entered into Consumable / Non- Consumable Stock Register maintained by the Principal Investigator. The amount may be debited from the _____ head of the project fund and paid to the respective vender(s)/ undersigned.

Signature of Indenter
Date:

Signature of Principal Investigator
Date:

Purchase of above goods at a cost of Rsis hereby approved and expenditure for the same to be debited from

Signature of Dean (R&D)
Date: