**INDENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref No: | <RefNo> |  | Date: | <FormDate> |

Submitted to the Principal

|  |  |  |
| --- | --- | --- |
| Name of the Programme | : | <DepartmentName> |
| Name of the Laboratory | : | <LabName> |
| Head of Account | : | <HeadName> |
| Purpose | : | <purpose> |
| Nature | : | <nature> |
| Requirement | : | <requirement> |

Product Information:<Table>

|  |  |
| --- | --- |
| <Maker>  Staff-in-Charge  <MakerDate> | <Checker1>  Head of Department  <Checker1Date> |

For approval, please

|  |  |  |
| --- | --- | --- |
| Store Keeper  <Checker2Date> | Accounts | Office Superintendent  <Checker3Date> |

//Approved//

PRINCIPAL

<Checker4Date>

|  |  |
| --- | --- |
| [For office use only] | |
| To:  Store Keeper-for necessary action | //By Order//  PRINCIPAL  <Checker4Date> |