

ITSP Purchasing:

Although all of us would like to live in a world with no red tapes, we don't live in one right now. So here are a few rules to be followed.

*Please note that these rules are laid down by the **Accounts Section of IIT Bombay** and absolutely nothing can be done, if the bill doesn't fit the requirements. So please take proper care while getting any bill.*

Rules for ITSP bill reimbursement:

Definition: Reimbursement process means you pay for what you buy, submit the bills and the money gets reimbursed later.

For smooth reimbursement, remember.

1. One does not simply “forget” to get a bill
2. “**Cash Memo**” should be written somewhere on top of the bill
3. A **stamped bill no.** should be present
4. The **name of the shop** or company and its address should **be printed** on the bill and not handwritten
5. Bill stating “Estimate or Quotation” will **NOT** be accepted
6. If **Tax Invoice** is written on the bill, teams should see to it that **Cash Memo is also written** along OR the bill is stamped and signed by the shopkeeper stating ‘**cash received**’; otherwise the bill will not be accepted
7. Things written on the bills should be readable (If they are not, you should write at the back of the bill about the things with a pencil)
8. All bills should be in the name of “**ITSP IIT Bombay**”
9. Bills would be accepted only in the last week, so you might not get a chance to change it. So keep verifying the bills from managers periodically
10. Date, Sign of the shopkeeper and Stamp of the shop are compulsory (Stamp might say Paid or Cash received. If the shop does not have a stamp, you should tell the shopkeeper to write CASH RECEIVED on it and sign it)

Accounts Section,
IIT Bombay.
