

**SINHGAD TECHNICAL EDUCATION SOCIETY'S
SINHGAD INSTITUTE OF
TECHNOLOGY, LONAVALA
INSTITUTION'S INNOVATION COUNCIL (IIC)**

**FINANCIAL SYSTEM
TEMPLATES**

Phase 1: Vouchers & Procurement

Operational Protocol:

- All expenses must be backed by a GST-compliant digital invoice.
- Hand-written bills are strictly prohibited for R&D procurement.
- Vouchers must be printed, signed, and filed in the Master Finance Ledger.

Classification: Restricted/Internal
SIT Lonavala Campus

1 TIER 1: PETTY CASH VOUCHER (< INR 5,000)

STES - SIT

IIC PAYMENT VOUCHER

Sinhgad Institute of Technology, Lonavala

MoE IIC

VOUCHER ID: _____

DATE: _____

PAID TO: _____

DEPARTMENT: _____

PARTICULARS: _____

TOTAL AMOUNT (Words): _____

AMOUNT IN FIGURES: **INR** _____

Requesting Team Head

(Technical Verification)

Student President

(Financial Approval)

Instruction: Cut along the border. Attach physical GST invoice to the back.

2 TIER 2: FUND ALLOCATION RESOLUTION (> INR 5,000)

STES - SIT

IIC BOARD RESOLUTION

Official High-Capital Disbursement Document

MoE IIC

RESOLUTION REF: _____

DATE: _____

PROJECT / EVENT: _____

REQUESTING HEAD: _____

ALLOCATED BUDGET: **INR** _____

MANDATORY AUDIT CHECKLIST:

- Three Competitive Quotations Attached
 Risk Assessment & Failure Mode Analysis

- R&D BOM Specification Verified
 STES Procurement Compliance

AUTHORIZED BOARD SIGNATORIES

Student President

Board Member

Faculty Convenor

PRESIDENT IIC SIT / DEAN R&D

Final Institutional Disbursement Authority

3 HARDWARE PROCUREMENT & BOM FORM

PROJECT: _____

DATE: _____

LEAD ENGINEER: _____

1. Technical Specification Summary

Detail why specific models are required for project success:

2. Itemized Bill of Materials (BOM)

SR	Component Description	QTY	Verified Vendor Link	Est. Cost
1				
2				
3				
4				
5				

3. Financial Quotation Audit (3-Vendor Rule)

Vendor Entity	Quote (INR)	Warranty	Delivery
Vendor A (Primary)			
Vendor B			
Vendor C			

PROCUREMENT APPROVAL CHAIN

Project Lead

(Technical Demand)

R&D Head

(Spec Validation)

Logistics Head

(Price Verification)