

**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 <i>Sinhgad Institute of Technology, Lonavala</i>	MoE IIC
<hr/>		
VOUCHER ID: _____		DATE: _____
PAID TO: _____		
DEPARTMENT: _____		
PARTICULARS: _____		
TOTAL AMOUNT (Words): _____		
AMOUNT IN FIGURES: <div>INR</div> _____		
<hr/>		
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)