



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
STORES AND PURCHASE SECTION

FORM NO. SP-7P

Phone :

Date :

[REQUISITION-CUM-ISSUE SLIP FOR STORES CONSUMABLE]

(To be submitted to S&P Section)

Indentor :

Department/ Centre/ Section :

Email ID :

Account Head :

Designation :

Fund Code (New) :

(Old) :

Signature of HOD/HOC/HOS :

Sl. No.	Description of Items	To be filled by S&P Section				
		In Stock	Quantity Required	Issued	Rate per unit	Total (Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1						
2						
3						
4						
Total to be deducted from Fund Code						Rs.

(Columns 1 to 4 to be filled by the indenter)

FOR USE BY STORES & PURCHASE SECTION

Verified and found to be in order.

Rs. is available in the FC "....." of Dept of and Rs.
is recorded in the Budget Register

S&P Section

HOS (S&P)

Received.

Signature of receiver

(Name in capital)

NB: Counter signature of the sanctioning authority (Dean/Registrar/HOD/HOC/HOS/Chairman etc. as per delegation of financial powers of IITG) is taken as approval and sanction for booking the expenditure. Requisition without countersignature of sanctioning authority cannot be processed. Items requested and issued may vary depending upon availability.