



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

FORM NO. SP-2P

Phone :

Date :

PURCHASE INDENT-CUM-SANCTION SHEET – GENERAL PURPOSE

(To be submitted to S&P Section)

Indentor : Department/ Centre/ Section :
Email ID : Account Head :
Designation : Fund Code (New) :
(Old) :

Sl. No.	Description of Item/s	Justification	Qty	Rate (Rs.)	Amount (Rs.)
01	Detail technical specification of the item to be purchased	Proper justification for proposed purchase of the required items. Please attach PO copy if proposed to place by repeat order.			
Total Estd. Basic Value					
Less: Discount @....if any					
Sub-total					
Add.: CD/ED/CST/VAT @...					
Total					

(Rupees only)

Terms & Condition:

1. Mode of Payment
2. Delivery Period
3. Warranty etc.
4. Supplier Name & Address:

(Indentor)

HoD/ HoC/ HoS

FOR USE BY STORES & PURCHASE SECTION

Indent is verified and placed for approval.

S&P Section

HOS (S&P)

FOR USE BY FINANCE & ACCOUNTS SECTION

Rs. is available and Rs. is recorded in the Budget Register.

F&A Section

HOS (F&A)

Approved and Sanctioned

Dean/ HoD/ HoC/ HoS

Deputy Director

Director

Equipment
Consumable
Contingency (AMC)

HoD/ HoC
Upto 50 thousand
Upto 30 thousand
Upto 30 thousand

Sanctioning/Approving Limit:

Deputy Director/ Dean
Upto 5 lacs
Upto 1 lacs
Upto 3 lacs

Director
Beyond 5 lacs
Beyond 1 lacs
Beyond 3 lacs