



FORM NO. SP-5P

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

Phone :

Date :

INDENT FOR SENDING ITEMS FOR REPAIR/ REPLACEMENT

(To be submitted to S&P Section)

Indentor :

Email ID :

Designation :

Department/ Centre/ Section :

Account Head :

Fund Code (New) :

(Old) :

1. Item/s Name :

2. P.O. No. under which the item was purchased:

3. Justification/ Purpose (Please attach separate sheet if needed):

4. Dimention & Weight of the item/s after packing:

5. Item currently under warranty period: **YES / NO**

6. Detail Address of Vendor to whom item is proposed to be sent:

7. Proposed Carrier:

8. Estimated expenditure to be incurred:

9. Mode of Payment:

Signature of the Indentor

Signature of HOD/HOC/HOS

FOR USE BY STORES & PURCHASE SECTION

Indent is verified and found to be in order.

S&P Section

HOS (S&P)

FOR USE BY FINANCE & ACCOUNTS SECTION

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

F&A Section

HOS (F&A)

Approved/ Not Approved

Deputy Director/ Dean

Director