



भारतीय प्रौद्योगिकी संस्थान, कानपुर
INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
केंद्रीय भंडारण एवं क्रय अनुभाग
CENTRAL STORES & PURCHASE SECTION

Purchase Acceptance cum Financial Approval Form (Indigenous)

Indent No		Indent Date	
GeM / CPP / Quotation Ref No. & Date			
Name of the Indenter		PF No.	
Email Id		Designation	
Dept./Office/Section			
Type of Item (Tick one)	☐ Non-Consumable ☐ Limited Time Asset ☐ Consumable ☐ Services		
Service Start Date		Service End Date	

Past Procurements

Sl No	Supplier Name	Order Reference & Date	Quantity	Amount	Remarks
1.					

Details of required Goods / Service.

Sl No.	A complete description of Goods/Services intended to be	Stock held as on date	Quantity Required	Unit Price	GST Rate applicable	Total cost With Taxes
1.						
2.						
Total Cost						

Budget Details:

Sl. No.	Department Name / Project No.	Budget Head	Budget Amount
1.			
2.			

Details of L1 Bidder / Supplier / Vendor:

Bidder Name			
Address of Bidder with contact details			
Delivery Period	 Days	Warranty	 Days
Payment Term			

1. Certified that the goods/services intended to be purchased (as above) is/are not distributed through the Central Stores & Purchase Section.
2. Certified that the Allocation exists for the above amount.
3. Certified that the price quoted by the firm is reasonable as per the knowledge and prevailing market rate.

Intender's Signature

HOD Signature

To be filled by Concerned Budget Unit (F&A/R&D/DOSA/GATE/JEE/OOA):

Department Code/Project No.		Budget Head	
Funds Available		Funds Committed	₹
Commitment Reference No., if any			

Verified: Sufficient funds are available under the above-mentioned budget head, and the required amount has been committed.

Dealing Official

Jr. Supdt./ Supdt.

Officer-In-Charge

To be filled by Internal Audit:

Audit Observation

Dealing Official (IA)

Jr. Supdt./ Supdt. (IA)

Officer In-Charge (IA)

Expenditure Sanctioning and Purchase Acceptance Authority**

Approved / Not Approved

PI/ Dean/ Registrar/ Librarian/ HOD/ HOS/ ADRD/ DORD/ Dy-Director/ Director

** As per DFPRs-2022, Power to approve the Purchase is as follows:

- (a) PI (for R&D project purchases)/Deans/Registrar/Librarian/HOD/HOS: up to ₹10 Lakhs
- (b) ADRD (for R&D project purchases): up to ₹50 Lakhs
- (c) DORD (for R&D project purchases only): up to ₹1 Cr
- (d) Dy. Director: up to ₹1 Cr
- (e) Director: up to ₹20 Crores
- (f) FC & BOG.: Full Powers