



Form No: FA/103(SEC)

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Finance and Account Section

DIRECT PURCHASE FORM
FOR SCIENTIFIC EQUIPMENT(S) & CONSUMABLES
(Separate forms to be used for Consumable and NC/ LTAS items)

DEPARTMENT

Budget Head:	
BUDGET CODE	<div style="display: flex; justify-content: space-between;"><div>Non-Consumable <input type="checkbox"/></div><div>LTAS <input type="checkbox"/></div><div>Consumable <input type="checkbox"/></div></div>

PAYMENT TYPE

In case of Vendor payment , please fill the following:	In case of Reimbursement , please fill the following:
Vendor Name:	P.F. No./ Roll No.:
Vendor's Bank Details:	Name:
Bank Name:	Reason(s) for the Reimbursement: (only with competent authority approval)
A/C No:	
IFS Code:	
Branch:	

Details of the bill(s) submitted for payments/ reimbursement

SN.	Invoice/ Bill Details		Stock Register Details		Details of the goods purchased	Amount (Rs.)
	Number	Date	Page No.	Stock Type (Cons/ Non-Cons/LTAS)		
1.						
2.						
3.						
4.						
5.						
6.						
7.						
Total Amount						

Check Off List:

1. The original bill must be attached and should mandatorily include the GST number of Account I.
2. The Asset Form must be duly filled and attached. The item must also be recorded in the Stock Register.

Signature of purchaser	Signature of the Head of Department / Section

For Accounts Purpose

Budget Stamp	Pass for Payment Stamp



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Finance and Account Section

Date: _____

DECLARATION

**Non-GeM Procurement of Scientific Equipment and Consumables
Needed Solely for Research Purpose**

The Following scientific equipment(s) and consumable items are required to be procured under GFR rule 154 as per the special provisions provided under OM No. F./20/42/2021-PPD dated 05.06.2025 and these goods are meant solely for research purpose:

- 1.
- 2.
- 3.
- 4.
- 5.

I am personally satisfied and certify that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at the reasonable price. Further, these goods are not available on GeM as entailed in OM No. F. 6/1/2018-PPD dated 19.01.2018.

(Signature of the Purchaser)

(HoD/ HoS)