



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Finance and Account Section

Form No: FA/103

DIRECT PURCHASE FORM

(Separate forms to be used for Consumable and NC/ LTAS items)

DEPARTMENT

Budget Head:				
BUDGET CODE		Non-Consumable	LTAS	Consumable

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:	Bank Name: A/C No: IFS Code: Branch:	Name:	
		Reason(s) for the Reimbursement: (only with competent authority approval)	

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.						
Total Amount						

Declaration:

I am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at the reasonable price. (Rule 154 of GFR 2017 https://doe.gov.in/files/circulars_document/OM_1_3_2024_PPD_dated_10_07_2024.pdf).

Check Off List:

1. Bill should be attached in original and must have GST number of Account I.
2. Asset form must be attached, and the item must have been entered into the Stock Register.

Signature of purchaser	Signature of the Head of Department / Section
	DEPARTMENT

For Accounts Purpose

Budget Stamp	Pass for Payment Stamp