**PURCHASE INDENT**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Indent No  | :  |  |
|  | Name of Department /Sections | :  |  |
|  | Budget Head and Provision | :  |  |
|  | Previous Purchase If any | :  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Particulars** | **Specification** | **Qty** | **Rate****(Rs)** | **Amount****(Rs)** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| **Total** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Purpose | :  |  |
|  | Justification | :  |  |

Name and signature of Indenter

1. Recommendation of HOD/IC Section:

 **Dean**