



भारतीय प्रौद्योगिकी संस्थान इंदौर
Indian Institute of Technology Indore

भण्डार जारी पावती -पत्र (सीधे क्रय से)

STORES ISSUE VOUCHER (DIRECT PURCHASE)

(Rule No-154, GFR-2017 Purchase of goods upto the value of Rs. 25,000/-)

FORM NO.: SS04

STORE/IN/IV/DP/No. _____

Financial Year: _____

Date: _____

(To be filled by Store Assistant)

(To be prepared in duplicate. One copy will be forwarded to Finance and one held with Store Office.)

Name of Custodian of Assets: _____ Designation: _____

Department/Project No: _____ Inventory No.: _____

Location: Building _____ Room No.: _____

Contact No.: _____ E-mail id: _____

If Item purchased under buy-back (Yes/No)- Item purchase information (Purchase date/ PO No/ GeM /Direct purchase _____)

Item Receiving Date: _____

Sl .	Gem Order No.	Name of Supplier	Bill No & Date	Item Name and Specification	Qty	Con/ Non-Con	Unit Price	Total
1	2	3	4	5	6	7	8	9
Total Amount								

CERTIFICATION BY USER DEPARTMENT

1. Certified that the items mentioned in the form have been inspected and found acceptable by the undersigned in accordance with the quality and quantity and specification(s) and price.

2. A demand of goods is not divided into small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of higher authority required with reference to the estimates value of the total demand (As per GFR 2017 Rule No. 157).

Signature of the Custodian/Indentor

Name: _____

Date: _____

Signature of PI/HOD

Name: _____

Date: _____

Issue Approved	Items Received	Items issued	Actioned in Ledger
Signature Store Officer/Manager Name: Date:	Signature Receiver of items Name Date:	Signature Store Assistant Name: Date:	Sl. No. <u>Con/Non-Con</u> . Signature Store Assistant Name: Date:

Enclosures checklist: (Duly filled form, certified by indenter/custodian and HOD)

1. Invoice 2. PO/GeM Copy 3. Delivery Challan 4. Any other document which is relevant to.