



भारतीय प्रौद्योगिकी संस्थान इंदौर
Indian Institute of Technology Indore

भण्डार मांग सह जारी पावती पत्र
STORES REQUISITION-CUM- ISSUE FORM

(For Equipment, Stationery, consumables, etc.
demanded from Store Section)

FORM NO.: SS07

STORE/IN/IV/GEN/No. _____

Financial Year: _____

Date: _____

(To be filled by Store Assistant)

(To be prepared in duplicate. One copy will be returned to the indenter along with the material issued)

Name of Custodian of Assets: _____ Designation: _____

Department/Project No: _____ Inventory No.: _____

Contact No.: _____ E-mail id: _____

Please issue following items for my office use to me/or the bearer Mr./Ms. _____ whom I authorize to receive the stores on my behalf.

Signature of the Custodian/Indenter
Name: _____

Signature of PI/HOD
Name: _____

Sl. No.	Item Code	Item Name	Item Specification	Con/ N-Con	Quantity		Cost (INR)
					Req.	Issued	
1	2	3	4	5	6	7	8

Brief of Purpose/Reason _____

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:	Signature Store Assistant Name: Date:

Enclosures checklist: (Duly filled form, certified by indenter/custodian and HOD)
1. PO/GeM Copy, Invoice or any other document/Information/Form which is relevant to.