



भारतीय प्रौद्योगिकी संस्थान इंदौर
Indian Institute of Technology Indore

ऋण पत्र

LOAN VOUCHER

(For issue of items from Central Store for **SHORT DURATION** and to be returned to Central Store after use)

FORM NO.: SS08

LOAN CARD No. _____

Financial Year: _____

Issue Date: _____

(To be filled by Store Assistant)

(To be prepared in **Duplicate**. Two copies will be presented, out of which one copy for the Department and one for Store Section for record Purpose.

Name of Custodian of Assets: _____ **Designation:** _____

ID No.: _____ **Department:** _____ **Room No.** _____

Contact No.: _____ **E-mail id:** _____

The Return date of the material(s) _____.

Please issue following items on loan for my office use to me/or the bearer Mr./Ms. _____ whom I authorize to receive the stores on my behalf and items will be returned before/on due date.

Sl. No.	Item Code	Item Name & Specification (Make/ Model/ SI.No./ Part No.	Qty Issued	Stock Entry/ Gate of Stores	Unit Cost	Total Value	Remarks
1	2	3	4	5	6	7	8

Signature of the Custodian
Name: _____
Date: _____

Signature of PI/HOD
Name: _____
Date: _____

Items Received by Custodian	Items Returned by Custodian
Signature Custodian/Receiver of items Name Date:	Signature Custodian/items returned by Name Date:
Action by Store Section Loan Register SI.No. _____ Signature of Store Assistant Date: _____ Name: _____	Action by Store Section Date item Received Back: _____ Loan Register SI.No. _____ Condition items Returned _____ Discrepancy/Deficiency if any _____ _____ _____
Approved/Not Approved Signature of Store Officer Name & Designation: _____:	Signature of Store Assistant Date: _____ Name: _____

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

1. PO/GeM Copy, Invoice or Any other document/Form/Information which is relevant to.