**Form No. : P & SD - V**

**UNIVERSITY OF ALLAHABAD**

**Form of Indent**

To,

**Purchase Officer**

Purchase & Store Department,

University of Allahabad,

**Allahabad.**

Name of the Indenting Unit : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of Required Items:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. N.** | **Complete Description of Items Use separate Sheet, if Required *(Do not mention make and model unless it is a proprietary item)*** | **Stock Held on****Date (Wherever** **applicable)** | **Quantity** **Required** | **Purpose**  | **Approx Units Price****(Rs)** | **Approx Total Cost (Rs)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  **Total Cost (in Rs.):** |  |

**Budget Details**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. N.** | **Unit Name/Project No.** | **Budget Head** | **Amount Sanctioned** | **Amount Spent** | **Amount Available** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Suggested Suppliers, if any**:

|  |  |  |
| --- | --- | --- |
| **S. No.** |  **Name** |  **Address** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Certified that Allocation exists for the above Amount | Administrative Approval Granted |
|  |  |
|  |  |
| **PI & Dean(R&D) for Projects; HoD\* for** **Equipment grant****Finance Officer for other grants***(strike whichever is not applicable)* | **Vice Chancellor** |

Whether items are available in Central Stores: Y/N

 **In-charge Stores**

**\***HoD means Head of a teaching department of the University, Director of an Institute, Project Investigator for project purchases, Principal of a College, Coordinator of a Centre, Head of an office of the university, Librarian, Proctor, DSW in case of Hostels, University Engineer in case of a purchases relating to Electrical Goods, Electrical Gadgets, Sanitary and Plumbing items, Controller of Examination for purchases relating to his department including Hiring of Vehicles, Coordinators of the Entrance Test Committees for related purchases, Proctor for Security Services, SMO of the University Dispensary for Medicines etc., Chairman, ICT Cell for purchase of Computer, Software and Networking etc. and Dy. Registrar(Admin) for office equipment, office consumable and for various services.