



UNIVERSITY OF ALLAHABAD
(A Central University)
Proposal Form for Purchase

(A) Name of Indenter: _____ Date.....

Name of Indenting Unit/Dept: _____

(All the columns are required to be filled)

Details of Required Items:

S N	Complete Description of Item (Use separate Sheet if Required <i>(Do not mention make and model unless it is a proprietary item)</i>)	Stock Held As on Date (if applicable)	Quantity Required	Approx. per Unit Price (Rs)	Approx. Total Estimated Price(Rs)
Total Price (approx.)					

(*Required specifications & Price of items may be checked on www.gem.gov.in)

Purpose & Justification of purchase.....
.....
.....

HoD/Principal/Director/Coordinator
Sig with Seal of the Department

Name of Indenter
Designation.....

(B) Budget Details:

S N	Dept/Centre/Project	Budget Head	Amount Sanctioned	Amount Available as on date in the Budget Head

Certified that fund allocation exists for the above amount.

Finance Officer
Sig. with seal

(C)Purchase Officer

Vice Chancellor