NCU-FRM-22 S.No.

|  |  |  |
| --- | --- | --- |
|  | **REQUISITION FOR NON - CONSUMABLE ITEMS PURCHASED FROM PROJECT FUNDS** |  |
| 20 - 20  (Financial year) |

Name of Faculty/ P.I : Advance Amount(if any) Rs.

Department/Section Sanction No.

Amount Budget Head

Project Code Location of Lab :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Description of items** | **Name, Address of Supplier CM/Bill No. & Date** | **Qty** | **Rate** | **Amount** | **Remarks** |
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|  |  | **Total** |  |  |  |  |

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| Certified that the items of this sheet have been procured by me in good condition.  Sign. of Buyer (s)  Name (s)  E. Code (s) | For Adjustment / For Payment by Cheque Consolidated pass order for  1. Non consumable Rs. Deduction to be made Rs.  On A/C of Already paid Rs. Balance now payable Rs.  (in words)  By Cheque directly to vendor/through  (Name )  Sign. HoD/P.I  E. Code : |
| HoD/Nominee to sign after ensuring that S.No as put at the top of the previous page is in order. | |
| Sing. HoD or P.I | |

**STOCK HOLDING / HANDING OVER**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Particulars of items** | **Received** | **Location of Stock** | **Entry No. in Stock Register** | **Sign. P.I** |
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| Issued By: | Approved By: |
| Date: | Date: |