



Stock / Purchase indent		Reference No.	Requesting Department	Year	Chronological no.
	Page : of:				

Request date	Requested Delivery Date	IT reception date for request	Processed by (IT / AO office)	Purchase reference
				Imprest / LPC / Tender
Delivery place and contact person / No.			Short description of requested item / service	

S.No.	Description of Item with technical Specification/service	Requested Quantity	Unit	Balance quantity with indenter	Issued quantity	Estimated Total Price (Optional)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remark by applicant (if any):				Estimate Total Amount	
				Currency	INR
	Indenter	Approver of the Department	Co- Approver (if Any)	IT In-Charge / Procurement In-Charge	
Name					
Signature					