

Central University of Punjab, Bathinda

Purchase Indent Form

To,

Office In-Charge
Stores & Purchase Section
CUP, Bathinda

Dept. Indent No. _____

Indent Date: _____

Department/Centre: _____

Quotation Attached: (Y/N)

Type of Material:			Purchase Order Type	
Consumable			Normal	
Non-consumable			Repeat Order	
Limited Time Asset			Rate Contract	

Please tick where ever-applicable

Item Category _____

Required items details

Sl. No.	Complete description of items (Specification Model, Catalog No.) Use separate sheet if required	Stock held on date (wherever applicable)	Quantity required	Purpose	Approx. Unit Price	Approx. total cost
Total Cost=						

Budget Details:

Sl. No.	Department/Centre Name/Project No.	Budget No.	Budget Amt.

Suggested Supplier:

Sl. No.	Name	Address	Contact detail

Indenter's Signature

COC

Certified that allocation exist for the above amount.Accounts Section

Whether items are available in Central Stores: Y/N.....Stores Purchase Section