



Form 5 :Indent Form (For Reimbursement)

Date:

01. Type of Indent: (a) Equipment/Asset (b) Consumable (c) Services (d) Others
02. Reimbursement in favour of _____
03. Specifications:

Sl. No.	Description of the item	Qty.	Unit	Price	Remarks
	Grant Total				

04. Purpose of requirement/Justification: _____

05. Procured from (Supplier) : _____

Certified that the specifications of this indent are generic and broad based without having any restrictive parameters to suit any particular source of supply. (Administrative approval & Expenditure sanction is sought herewith)

(Dated signature of the Indenting Faculty/Official with designation)

(Dated signature of HoD)

Provisions checked and found in order

Internal Auditor

(Finance & Accounts Division - F&A)

Budget Head	Allocated Budget	Total Commitments till date	Available Budget	Remarks
	Rs. _____	Rs. _____	Rs. _____	

Dealing Official

Fin & Accts officer

(Recommended)

Registrar

(Remarks of Financial Authority): APPROVED / NOT APPROVED

DIRECTOR