

PURCHASE INDENT FORM

Indian Centre for Space Physics

466 Barakhola, Netai Nagar, Kolkata 700099.

Indent Date:

Name of the indenter with the designation:

Consumable: Budget Head:

Non-Consumable:

Financial Year:

Sl. No.	Details of items with all specification	Qty. Reqd.	Qty. in Stock	Approx. Unit Price	Total estimated Cost

JUSTIFICATION FOR PROCUREMENT OF THE ABOVE ITEMS.

.....
.....

Fund Available: (yes/no).....
(Filled by the Finance Officer)

Names of the Suggested firms:

Sl No.	Name of the Firm	Contact No.
1		
2		
3		
4		

Signature of the indenter
with Telephone Number

Signature of Immediate Finance Officer/
In charge Accounts Officer

Director/
Registrar

Note-1: Separate indent forms should be used for a different type of items.

Note-2: Attach the approval letter from the project if from projects.