

**School of .....**  
**IIT Bhubaneswar**

**Certificate for Purchase of Goods without Quotation**  
**[For purchase of goods up to Rs.25, 000/-]**

I, .....am personally satisfied that the following items purchased are of the requisite quality and specification.

Sl. No.	Item	Qty	Bill/ Cash Memo No. & Date	Details of Vender	Rate per Unit	Total Amount (INR)	Remarks
1.							
2.							
3.							
4.							
5.							
<b>Total</b>							
(in words)							

The items purchased have been entered into Consumable / Non- Consumable Stock Register maintained by the Principal Investigator. The amount may be debited from the \_\_\_\_\_ head of the project fund and paid to the respective vender(s)/ undersigned.

**Signature of Indenter**

**Date:**

**Signature of Principal Investigator**

**Date:**

Purchase of above goods at a cost of Rs. ....is hereby approved and expenditure for the same to be debited from .....

**Signature of Dean (R&D)**

**Date:**