

Department : _____ Section/Branch _____

Sr. No.	Item	Quantity			Estimated Cost ₹
		Required	Already Available	To be purchased	

Head of Expenditure: _____ Consumable/Non Consumable (✓)
(as per Budget)

Departmental Budget Provisions :

Total Budget Allocated Rs.....Already Utilized Rs..... Now Available Rs.....

Purchase Method: - Without Quotation/Quotation/Tender [(✓) as applicable]

★ (If budget not available then request for allocation
(release of additional budget be sent to accounts department)

(Signature of dealing official)

Name : _____

Designation: _____

(Signature of recommending authority)

Name: _____

Designation: _____

Recommended/ Not Recommended/Partially Recommended
with remarks if any.....
.....

(Signature of approving authority)

Name : _____

Designation: _____

Approved/ Not Approved/Partially Approved
with remarks if any.....
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