

INDIAN INSTITUTE OF SUGARCANE RESEARCH, LUCKNOW

Sub. Purchase from the imprest

PROPOSAL for

Sanction for purchase of the following items at a cost not exceeding Rs.....
(Rupees.only) and payment of advance thereof from the imprest may kindly be
accorded. The purchase will be made on competitive rates from the local market on cash payment following the
codal formalities of purchase.

The above expenditure is debitable to sub-head:

Sl. No.	Name of the item	Approximate cost (Rs.)
------------	------------------	---------------------------

Total:

Signature of Indenting Officer / HOD / Incharge of Section

INDIAN INSTITUTE OF SUGARCANE RESEARCH, LUCKNOW

Sub. Purchase from the imprest

PROPOSAL for

Sanction for purchase of the following items at a cost not exceeding Rs.....
(Rupees.only) and payment of advance thereof from the imprest may kindly be
accorded. The purchase will be made on competitive rates from the local market on cash payment following the
codal formalities of purchase.

The above expenditure is debitable to sub-head:

Sl. No.	Name of the item	Approximate cost (Rs.)
------------	------------------	---------------------------

Total:

Signature of Indenting Officer / HOD / Incharge of Section

Purchase as proposed overleaf is approved in principle and advance of Rs.
(Rupees.....only) from imprest is sanctioned. The
item may be purchased on competitive rate followinf codal formalities of purchase.

HOD/In charge-Section / Sr.A.O. /Director

Entered in advance register at Sl.No.on Page.....

Store keeper / Supdt. (Store)

FOR USE IN ADM.II SECTION

Received Rs.....(Rupees.....only) as
advance from imprest for the above purchase. The account of which will be rendered within
three days)

Signature

Purchase as proposed overleaf is approved in principle and advance of Rs.
(Rupees.....only) from imprest is sanctioned. The
item may be purchased on competitive rate followinf codal formalities of purchase.

HOD/In charge-Section / Sr.A.O. /Director

Entered in advance register at Sl.No.on Page.....

Store keeper / Supdt. (Store)

FOR USE IN ADM.II SECTION

Received Rs.....(Rupees.....only) as
advance from imprest for the above purchase. The account of which will be rendered within
three days)

Signature

VOUCHER FOR PETTY CONTINGENT EXPENDITURE

Date	Particulars of expenditure	Amount (Rs.)	
		Rs.	Ps.

Total :

E. & O.E.
Received Payment

Certified that

1. Rates are competitive.
2. Goods received in good condition/repairs got done satisfactory and the rates are reasonable.
3. Entry made on page of non- consumable /stationery stock register.
4. The goods are not exempt from Sales Tax and that the Tax charged is correct.
5. The expenditure detailed in the cash memo /Bill are correct.

HEAD OF SECTION

Passed for and pay Rs.(in words).....only

Assistant

Superintendent

I/C AKMU
I.I.S.R., Lucknow

Signature of Indenting Officer /HOD/ In charge-Section

VOUCHER FOR PETTY CONTINGENT EXPENDITURE

Date	Particulars of expenditure	Amount (Rs.)	
		Rs.	Ps.

Total :

E. & O.E.
Received Payment

Certified that

1. Rates are competitive.
2. Goods received in good condition/repairs got done satisfactory and the rates are reasonable.
3. Entry made on page of non- consumable /stationery stock register.
4. The goods are not exempt from Sales Tax and that the Tax charged is correct.
5. The expenditure detailed in the cash memo /Bill are correct.

HEAD OF SECTION

Passed for and pay Rs.(in words).....only

Assistant

Superintendent

I/C AKMU
I.I.S.R., Lucknow

Signature of Indenting Officer /HOD/ In charge-Section