



Indian Institute of Technology Kanpur
Office of Outreach Activities

Request for payment for Direct Purchase upto Rs. 25,000 for “*GFR 2017*” Course Account
(Only in the case of reimbursement against expenditure)

Course Account No.			
Budget head (as applicable)	(a) Contingency (c) Consumable	(b) Travel (d) Others (Pl. specify)_____	
Payment to be made in the name of		P.F. No.	
Bank Name & Account No.			
Reason for Reimbursement			

Details of Bills for Reimbursement

S. No	Invoice/ Bill No.	Date	Course Register Page No.	Goods purchased	Amount (Rs.)
1.					
2.					
3.					
4.					
5.					
6.					
Total					

- (i) I am personally satisfied that the goods purchased are of requisite quality and specification, and have been purchased from a reliable supplier at reasonable price.
- (ii) That the reasons quoted for reimbursement are genuine and purchase made from personal resources was unavoidable.
- (iii) That I agree for transfer of reimbursement amount my bank account mentioned above.

Date:

Signature of Course Coordinator
Name:

For Office use

Passed for an amount of Rs:		
		Passed for Payment
Checked by	Superintendent	Professor-in-Charge, OOA

Note: As per the existing Rules, individual cash purchase/payment can be made upto the value of Rs. 25,000/- only. Reimbursement claim of purchase/payment made for more than Rs. 25,000/- will not be entertained in any case.