**Indian Institute of Technology Kanpur**

#  **Office of Outreach Activities**



 **Request for payment of Purchases/ Reimbursement up to Rs. 50000/-**

|  |  |
| --- | --- |
| Course Account No. | **IITK/** |
| Budget head**(as applicable)** |  (a) Contingency (b) Travel (c) Others (Pl. specify)\_\_\_\_\_\_\_\_\_  |
| Payment/Reimbursement to be made in the name of |  | P.F. No.  |  |
| Bank Name & Account No. |  |
| Payment/Reimbursement |  |

**Details of Bills for Payment/Reimbursement**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No** | **Invoice/ Bill No.** | **Date** | **Course Register Page No.** | **Goods purchased** | **Amount (Rs.)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total**  |  |

1. 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.
2. That the reasons quoted for reimbursement are genuine and purchase made from personal resources was unavoidable.

 Date: Course Coordinator

**For Office of Outreach Activities (OOA) use**

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| --- |
| **Passed for an amount of Rs:**  |
| **Checked** | **Passed for Payment** |
| **Assistant** | **Jr. Assit. / Supdt.**  | **Professor-in-Charge, OOA** |

**Note: As per the existing Rules, individual cash purchase/payment can be made up to the value of Rs. 25000/- only. Reimbursement claim of purchase/payment made for more than Rs. 25000/- will not be entertained in any case**