



# 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.)
1.					
2.					
3.					
4.					
5.					
6.					
<b>Total</b>					

- 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

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**