UNIVERSITY INSTITUTE OF ENGINEERING AND TECHNOLOGY
PANJAB UNIVERSITY, CHANDIGARH

FORM–8: PURCHASE / PROCUREMENT REQUISITION

Name of Committee: _____

Faculty/Teacher Incharge: _____

Purpose / Requirement _____

Requested by (Student Convenor) _____

Date of Requirement _____

S. No.	Item / Specification	Qty.	Estimated Unit Cost (Rs)	Total Estimated cost (Rs)
1				
2				
3				
4				
5				
			Total	

or Attach list

Total expected expenditure as per approved budget of UTECHNOS. _____

Declaration: I hereby declare that I have read and understood all the points, terms and conditions of the UTECHNOS Fund Policy and undertake to strictly comply with the same. I understand that any violation of the prescribed policy may result in withdrawal/recovery of the financial assistance and the concerned organizing team/persons shall be responsible for the same.

Steps to be followed in any case if net cost of purchase is more than Rs 25000:

- **Call for quotations**
- **Comparative statement of quotation received**
- **Purchase order to lowest bidder**

Signature of Student convenor with date

Name: _____ Roll No.: _____ class : _____

Mobile no. _____

The information furnished above is correct to best of my knowledge and I approve the same.

Signature Teacher Incharge

Coordinator (if applicable)

UTECHNOS Incharge **Director**

General instructions: No expenditure should be incurred before the required approvals are obtained. The sanctioned amount shall be used only for the approved purpose. Original bills/invoices, attendance/participation records and a completion report shall be submitted for adjustment.