



# Institute of Physics

Bhubaneswar 751 005

## Purchase Requisition

Purchase Reqn. No. \_\_\_\_\_ Date: \_\_\_\_\_

Materials required by (date) \_\_\_\_\_

S.No.	Specification/ Description of item	Unit	Quantity Required	Estimated Cost (Rs.)	Suggested Supplier(s)

Requisitioned by:

Name:

Section/ Department/ Unit:

Recommended by

**FOR OFFICIAL USE**

Mode of procurement:      Cash Purchase / Against Proforma Invoice / Telephone Enquiry / Limited Tender / Open Tender  
(Please tick the appropriate mode)

In case of repeat Purchase Order:

P.O. Ref:

Processed by:

Forwarded by:

Present Stock Position:

Item No. \_\_\_\_\_ Quantity

1.

2.

Approved / Not Approved

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Director