



Stock/Purchase indent		Reference	Requesting Department	Year	Chronological no.
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Request date	Requested delivery date	Store reception date for request	Processed by (Store/AO office)			Purchase reference
						Imprest/LPC/Tender
Delivery place and contact person/no.			Short description of requested item/service			
S. No.	Description of Item with technical Specification/service	Requested Quantity	Unit	Balance quantity with indenter	Issued quantity	Estimated Total Price (Not Compulsory)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remark by Applicant (if any):				Estimate Total Amount	
				Currency	INR
	Indenter	Approver of the Department	Co- Approver (if required)	Store In Charge/Procurement in Charge	
Name					
Signature					