

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING
KANCHEEPURAM**

To be met from

Account

Ty Adv.No.

TEMPORARY ADVANCE REQUISITION FORM

1. Tech / Club Name:.....
(If the fund is required for Tech Innovation Room - PIC Technical have to mention)

2. The following items are urgently required for

Sl. No.	Particulars of items to be purchased	Quantity	Approximate cost	

3. Certified that:

- a) Items mentioned above are not available in the Dept. Stores/Central Stores/Stationary Unit
- b) No alternative or other arrangement could be made with the material available within the Dept./Section and the requested materials are absolutely essential for the work.
- c) Purchase would be made after ascertaining the lowest rates from at least three dealers in keeping with quality.
- d) Expenditures that will incur will be as per Institute norms.

5. No. of advance pending settlement with details ::

6. Amount of advance requested :: Rs. _____ (Mode: CASH / ONLINE Transfer)
(Please tick appropriate)

7. Name and Designation of the person to ::
Whom cash to be handed over OR amount to be transferred online)
(If Club has a bank account, please mention the details of the official club bank account maintained by the institute administration)

Date:

Signature of
Club / Team lead

Signature
of the PIC

Sanctioned Rs..... Sanctioning Authority	Received Rs. (Rupees.....) Signature : _____ Name : _____ Designation : _____
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