

HOMI BHABHA CENTRE FOR SCIENCE EDUCATION
TATA INSTITUTE OF FUNDAMENTAL RESEARCH

CASH PURCHASE REQUISITION

I may please be allowed to make cash purchase of following items for the purpose
(Please write reason and name of the programme) _____

ITEMS	QTY.	AMOUNT (Rs)
	Total	

Note: A. Authorized members for approving Cash Purchase up to Rs. 15,000/- are:

1. Prof. Arnab Bhattacharya (Centre Director)
2. Prof. S. A. Ladage (Dean, HBCSE Faculty)
3. Prof. K. Subramaniam
4. Prof. A. Mazumdar
5. Prof. K. K. Mishra
6. Prof. Aniket Sule
7. Prof. Ankush Gupta
8. Ms. Pragati Dandekar (Head Administrative Operations)
9. Mr. Krishna Chandra Sahu (Head Finance & Services)

B. Approval of Centre Director/Dean is necessary if the cash purchase amount is more than Rs. 15,000/-.

C. Maximum cash purchase limit is Rs. 25,000/- only.

Signature: _____

Name: _____

Date: _____

Requirement approved/not approved

Authorized Signatory

To Accounts Section

Procedure:

1. Fill this form and get the approval as above.
2. Take advance from Accounts Section or procure the material directly.
3. Items purchased should be shown to the Stores Section and stores stamp to be taken on the cash memo/bill.
4. Record your cash purchases in the store section.
5. Get reimbursement from Accounts.

Note: i) Please settle the advance immediately.

ii) Second advance will not be paid unless first advance is settled.