

**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: 1. Authorized members for approving Cash Purchase upto Rs. 5,000/- are:

- A. Prof. Jayashree Ramadas (Centre Director)
- B. Prof. Chitra Natarajan (Dean, HBCSE Faculty)
- C. Ms. M.D. Gaitonde (Head Administration)
- D. Prof. Vijay Singh

2. Approval of Centre Director is necessary if the cash purchase amount is more than Rs. 5,000/-.

3. Maximum cash purchase limit is Rs. 10,000/- 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.