

# SHRI MATA VAISHNO DEVI UNIVERSITY

## FORM OF INDENT FOR REPLACEMENT OR FRESH PROCUREMENT

<b>Indented by:</b>		<b>Indent No. &amp; date</b>	<b>Last indent No. &amp; date</b>	<b>Estimated Cost:</b>	<b>Head of Account</b>
<b>Justification for procurement or replacement:</b>		<b>Is the equipment/item proprietary in nature? (kindly enclose a certificate to this effect)</b> -		<b>Funds available/ not available</b>	<b>Stock available/ not available</b>
<b>Expected Delivery time:</b>		<b>List of Suppliers:</b>			
<b>Code</b>	<b>Category of item (tick which is applicable)</b>	<b>S. No.</b>	<b>Description of items along with specification to help correct procurement</b>		<b>Quantity Required</b>
A	Machinery/Equipment	<b>01.</b>			
B	Construction material like cement, wood etc				
C	Chemical, paints, oils etc				
D	Electrical item /electronics item				
E	Medicine/drugs				
F	Hardware items				
G	Miscellaneous items				
H	IT products				

Signature of Head of Department/School

Signature of Indentor