

**Institute of Home Economics
(University of Delhi)**

(Procurement Form)

Name of the Indenter

Department

A. I/We require the following items. Kindly accord permission to purchase the same. I/We also confirm that I/We are not purchasing any items twice this approval.

S No.	Items article required	Description/Specification of item (Should include detailed specification)	Quantity	Estimated Cost (approx.)	Sample (Photo to be attached)

Name and Signature of the Indenter
With date

Name & Signature of Head of the
Department with date

Purchase Approved/Not Approved: Director, IHE

Bursar

B. For Purchase Committee:

Recommendations of Purchase Committee:
Purchase Cost for financial approval

Signature
(Purchase committee with date)

C. Sanctioning Authority

	Financial Approval	Remarks
Signature Prof. (Dr.) Radhika Bakhshi Director	Approval (Yes/No)	