



राष्ट्रीय प्रौद्योगिकी संस्थान गोवा

National Institute of Technology Goa

Request for Processing Payment against an Invoice

(Form to be attached to every invoice sent to Finance and Accounts)

| | | | | | | |
|--|--|--|-----------------------------------|---------------------|--|--|
| 1. | Name of Department/Section | | | | | |
| 2. | Type of Transaction | | | | | |
| | a. Purchase Order No. & Date | | | | | |
| | b. Direct Purchase | | | | | |
| | c. Others, if any | | | | | |
| 3. | Name of the Firm | | | | | |
| 4. | Payment in favour of | | | | | |
| 5. | Invoice Amount | | | | | |
| 6. | Invoice No. and Date | | | | | |
| 7. | a. Invoice Received on | | | | | |
| | b. Invoice Certified on | | | | | |
| | c. Reasons for delay, if any (including name of person responsible) | | | | | |
| 8. | Major Stores (if any) (Items of value exceeding Rs.5.0 lakh) | | | | | |
| 9. | Warranty Certificate | <i>Enclosed herewith</i> | <i>Retained in the department</i> | <i>Not relevant</i> | | |
| 10. | Enclosure | <i>Certified Invoice (02 copies)</i> | | | | |
| | | <i>Challan/packing slip/courier Receipt</i> | | | | |
| | | <i>Principal Approval of Competent Authority</i> | | | | |
| | | <i>Inspection report</i> | | | | |
| Certification: Certified that the stores/service bills/attached invoices or receipts have been received in good condition and have been taken into stock. | | | | | | |
| a. All the bills are duly verified and countersigned by the user and appropriate stock entry has been made. | | | | | | |
| b. The bills attached are not claimed by me before from any other resource. | | | | | | |
| c. Proof of payment is attached and is duly countersigned by intender/user. | | | | | | |
| Indenter/officer-in-charge | | | Head of Department/Office | | | |
| Registrar | | | | | | |
| Approval of the Competent Authority | | | | | | |

To Stores & Purchases

The stores/goods/asset purchased has been entered in the respective head in the Central Asset Register at the Sr. No _____ Page No. _____ dated _____

Superintendent (S&P)

Forwarded to Finance & Accounts for Processing the Payment

