

## **Indian Institute of Information Technology, Allahabad**

(An Institute of National Importance by Act of Parliament)

**Indent Form** *(for items which are not available in Store Section)*

Indent Number: \_\_\_\_\_

Date: \_\_\_\_\_

Following material required for (Dept./Sec/Cell): \_\_\_\_\_

Location: \_\_\_\_\_

SI No.	Detail of Materials	Purpose	Quantity Demanded	Quantity Approved (by issuing Cell)
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

Name of Indenter: \_\_\_\_\_

Recommendation of HoD/Incharge (Dept./Sec/Cell.)

Designation of Indenter: \_\_\_\_\_

Approved / Not Approved

Signature of Indenter : \_\_\_\_\_

Director / Incharge (Cell/ Section)

Received the items No./s.....

Signature Receiving Officer/Employee

**Note: Incomplete Indent form will not be entertained.**

## **Indian Institute of Information Technology, Allahabad**

(An Institute of National Importance by Act of Parliament)

**Indent Form** *(for items which are not available in Store Section)*

Indent Number: \_\_\_\_\_

Date: \_\_\_\_\_

Following material required for (Dept./Sec/Cell): \_\_\_\_\_

Location: \_\_\_\_\_

SI No.	Detail of Materials	Purpose	Quantity Demanded	Quantity Approved (by issuing Cell)
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

Name of Indenter: \_\_\_\_\_

Recommendation of HoD/Incharge (Dept./Sec/Cell.)

Designation of Indenter: \_\_\_\_\_

Approved / Not Approved

Signature of Indenter : \_\_\_\_\_

Director / Incharge (Cell/ Section)

Received the items No./s.....

Signature Receiving Officer/Employee

**Note: Incomplete Indent form will not be entertained.**