

Indian Institute of Information Technology, Allahabad

(An Institute of National Importance by Act of Parliament)

Indent Form (only for items available at **Annexure -A**)

Indent Number: _____

Date: _____

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

Location: _____

Sl No.	Detail of Materials	Purpose	Quantity Demanded	Quantity Approved
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____
19.	_____	_____	_____	_____
20.	_____	_____	_____	_____

Name of Indenter: _____

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

Designation of Indenter: _____

Approved / Not Approved

Signature of Indenter: _____

Director / J.R.(Store)

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

Signature Receiving Officer/Employee

Note: Incomplete Indent form will not be entertained.