

Central University of Punjab

Established vide Act No.25(2009) of Parliament

To be filled by Indenter

Inspection Form on the receiving the material for Purchase under 25000/-

Purchase under : University Head OR Project Head (GP No)

Payment Settlement Mode: Payment to Vendor | Recoupment | Advance Adjustment | Reimbursement

1. Name of the Indenter : _____
2. Department/Section/School : _____
3. Purchase Order No. (if applicable) : _____
4. Name of Supplier : _____
5. Bill No./ Date / Amount : _____
6. Items category (Cons./Non-Consumable) : _____
7. Main Gate/Deptt. Stock entry : _____
8. Description of Items : _____

Sr. No	Items as per Purchase Order	Qty.	Remarks
1.			
2.			
3.			
4.			
5.			
6.			

Remarks of the Indenter:

Certified that:

1. The material received as per the specifications & quantity given in the above Purchase/ Supply Order.
(If anything is pending, please specify the same) Yes No
2. The Material/Equipment/ Machinery as mentioned above is/are in the Custody of the Department. Yes No
3. Installation required or not.
(If installation will be done later, mention the approx. time required for Installation and the reason not to install now.) Yes No

Remarks:

Indenter's Signature

HOD/Incharge/Section Head

Forwarded to Stores Section