



**NATIONAL INSTITUTE OF TECHNOLOGY  
ROURKELA – 769 008**

Department: \_\_\_\_\_

No. NITR/\_\_\_\_\_ Date: \_\_\_\_\_

**Request for Processing Payment against an Invoice**

(Form to be attached to every invoice sent to Accounts Section)

1. Type of Transaction:
  - (a) Purchase Order No. and Date : \_\_\_\_\_
  - (b) Direct Purchase by the department : \_\_\_\_\_
  - (c) Others, if any : \_\_\_\_\_
2. Name of the Firm : \_\_\_\_\_
3. Invoice Amount : \_\_\_\_\_
4. Invoice No. and Date : \_\_\_\_\_
5.
  - (a) Invoice Received on : \_\_\_\_\_
  - (b) Invoice Certified on : \_\_\_\_\_
  - (c) Reasons for delay, if any (including name of person responsible) : \_\_\_\_\_
6. Major Stores (if any) (Items of value exceeding Rs.5.0 lakh) : 1. Name \_\_\_\_\_ Stock Ref: \_\_\_\_\_  
2. Name \_\_\_\_\_ Stock Ref: \_\_\_\_\_
7. Warranty certificate :  Enclosed herewith  
 Retained in the Department  
 Not relevant

\_\_\_\_\_  
**Faculty/Officer In-charge**  
(if applicable)

\_\_\_\_\_  
**Head of the Department/Office**

6. Enclosures :  Certified Invoice (2 copies)  
 Challan/Packing Slip/Courier Receipt  
 Others
7. Certified that the stores/services billed in the attached invoice(s) or receipt(s) have been received in good condition and have been taken in to stock. Appropriate stock entry certificate has been given on the back of the invoice(s)/receipt(s). The department has retained copies of their document in its file.

**Purchase Section**

- The Invoice is in order. Recommended for payment.
- The Invoice contains items of value exceeding Rs.5.0 lakh.  
The items may be entered in the Major Stock/Asset Register.

\_\_\_\_\_  
**Dy. Registrar (Purchase)**

**Accounts Section**

The Stores have been entered in the "Major Stock/Asset Register" (For items with value exceeding Rs.5.0 lakh) vide Folio No.\_\_\_\_\_. Recommended for approval of Competent Authority

\_\_\_\_\_  
**Dy. Registrar (Finance & Accounts)**

To  
Registrar/Dean/Director

Approved for Payment

\_\_\_\_\_  
**Registrar/Dean/Director**