



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला  
National institute of technology, Rourkela

FORM – PPIM-1Fa

PROCESSING OF DIRECT PURCHASES & IMPREST MONEY

No. – NITR/ /20 /M/

Date – / /20

Non-Plan A/c ID – NE/

Stock Register No. - /04

**Mode of Processing (Please tick only one Mode)**

Direct Payment to Supplier: (Name – M/s )

Adjustment of Advance: (Name – EC - )

Reimbursement to Employee: (Name – EC - )

Imprest Money (Bill No. – Date - )

Sl. No.	Stock Entry Ref. No.	Name of the Supplier	Cash Memo/ Bill / Invoice No. & Date	Description of Goods/Service	Quantity	Total Cost (In INR)
1						
2						
3						
4						
5						
Total Brought Forward from <b>Back Page</b> (in case more than 5 vouchers)(₹)						
<b>Grand Total (₹)</b>						

Note – Total number of vouchers enclosed =

\_\_\_\_\_  
PIC (Direct Purchase)

\_\_\_\_\_  
HOD / HOC / PIC

FOR OFFICIAL USE ONLY

Recommended - ₹..... (Rupees ..... Only)

Payment due - ₹..... (Rupees ..... Only)

\_\_\_\_\_  
Bill Seat

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Asst./Dy. Registrar (FA)

Payment / Adjustment approved as above.

\_\_\_\_\_  
Registrar/Dean(FW)/Director

(Print this on back of same sheet only if total vouchers exceed five)

Sl. No.	Stock Entry Ref. No.	Name of the Supplier	Cash Memo/ Bill / Invoice No. & Date	Description of Goods/Service	Quantity	Total Cost (In INR)
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
Total Carried Forward to <b>Front Page</b> (₹)						

\_\_\_\_\_  
PIC (Direct Purchase)

\_\_\_\_\_  
HOD / HOC / PIC