JAMIA HAMDARD
FINANCE SECTION
Request for payment to Vendors upto Rs. 25000

Project/Department name			
Budget head			
Name of Vendor		GSTIN/ PAN	
Bank Name & A/C Number			
Purpose of Payment			

Details of bills

Sl. No.	Invoice/ Bill No.	Date	Stock-Register Page No.	Goods/services purchased	Amount
1					
2					
3					
4					
5					
				Total	
				Advance paid (if any)	
				Amount of advance to be adjusted	
				Interest charged on advance amount	
				Security Deposit (+/-)	
				Net amount to be paid to Vendor	

1. I am personally satisfied that the goods purchased are of requisite quality and specification and have been purchased from a reliable supplier at reasonable price.

2. This is certified that the invoice number...............dated...............of total value of Rs................has been examined as per the terms and conditions of award letter dated............for total value of Rs................after approval of competent authority. The rates applied are within the approved rates. The work has been completed satisfactorily in accordance with the terms and conditions of award letter/ Purchase Order. The rate of services/goods supplied are within the rates approved by competent authority and the material and services were of utmost standards, quality and brand. The bills/ invoices/ claims are processed and recommended for approval and payments.

Name and Signature

Approved for Payment

Signature with name of the PI/HOD/Dean/ Registrar

For Purchase Department

Purchase Order No. and Date	
GRN/SRN with date	

Signature of Competent Authority of Purchase Department

For Finance Office use

Passed for an amount of Rs:

Prepared and checked		Passed for Payment	
Dealing Assistant	Incharge	IAO/AFO	Finance Officer