INDIAN INSTITUTE OF SCIENCE
BANGALORE – 560 012

REIMBURSEMENT REQUEST FOR ONLINE PURCHASES

Name of the person requesting reimbursement : Employee Code :	Request No.:
Department / Centre :	Date:

To: The Financial Controller, IISc

Please reimburse the amount to :

□ Name:_____

□ Other (Bank Account Details):_____

Details of online purchases (the value of each distinct item must be strictly less than `1,00,000)

Sl. No.	Item Description	Qty.	Unit	Rate Rs. Ps	*CST/ KST%	Cess %	E.T. %	E.D %	Amount Rs. Ps.
Debit Head:									
								Total in `	

□ Goods received in satisfactory condition

□ Entered into the Department Equipment and Consumable Register (if applicable),
Number in the Register:_____
(Explicitly mention for all items entered into the register)

□ Credit card statement / Proof of payment enclosed

□ Payment receipt from online vendor enclosed

□ Certified that the material procured online has not been returned, for any reason.

Justification for online purchase:

Signature of the person claiming

Signature of the Chair of the Department / Centre