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| LOGO_IISC.jpg | | 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.** |
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| 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 | | | | | | | | | | | |