

**COUNCIL SECTION
INDIAN INSTITUTE OF SCIENCE
BANGALORE 560 012**

R(IA)Online Pur/2017- 7362

26 April, 2017

C I R C U L A R

Sub: Reimbursement process for online purchases


In order to facilitate quick reimbursements for online purchase of goods and services, the competent authority has approved the following process and guidelines.

- (1) The staff member who has made an online purchase of a required item fills up and signs the reimbursement request (attached)
- (2) The chairperson of the department/centre verifies the details and countersigns
- (3) The following should be enclosed along with the reimbursement request:
 - (a) Payment receipt provided by the online vendor
 - (b) Credit card statement or any other proof of online payment
 - (c) Certification of entry into the equipment/consumable registers (in the case of equipment software, applicable consumables) materials acceptance certificate
 - (d) Justification for the online purchase
- (4) The F&A / CSSP will process the request for reimbursement

The following guidelines must be followed:

- (a) The total value of each online purchase must be strictly less than ₹1,00,000 (including all applicable taxes). In the event of purchases closer to this limit, due diligence must be followed to ensure that the cost is optimal.
- (b) Splitting of the cost of a system into subsystems in order to be within the limit is strictly not allowed
- (c) The reimbursement request should be submitted within one month from the date of online Purchase
- (d) A clear justification must be provided for online purchase
- (e) In the case of equipment, software, and applicable consumables, the item must be taken into stock and certification to this effect is to be provided
- (f) In the case of e-books and downloaded software products, it should be clearly mentioned on which system the product is stored and available for use

The above guidelines will come into force with immediate effect.


REGISTRAR

The Chairmen of Depts./Centres/Units

CC: Office of the Director/Deans/Deputy Directors/Divisional Chairmen/
Registrar/Financial Controller/Dy. Financial Controller, F&A and CSSP/Internal Auditor/
All Officers in Administration