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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, IIScPlease 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.

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| Justification for online purchase: |

Signature of the person claiming Signature of the Chair of the Department / Centre |