ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSORE

**Purchase Section**

**Monthly Report for the Month of ……..**

1. **Purchase Requests Received**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Details of the Item with quantity** | **Dept/Section** | **Date of Receipt of PRF** | **Approximate Amount** |
|  |  |  |  |  |

1. **Rejection/ Disapproval of Purchase Requests**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Details of the Item with quantity** | **Dept/Section & Date of Receipt of PRF** | **Approximate Amount** | **Remarks** |
|  |  |  |  |  |

1. **Invitation of Quotation/Tender**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Details of the Item with quantity** | **Dept/Section & Date of Receipt of PRF** | **No. & Date of Inviting Quotation/Tender** |
|  |  |  |  |

1. **Pending Purchase Requests(Received during previous months, but not yet processed)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Details of the Item with quantity** | **Dept/Section & Date of Receipt of PRF** | **Remarks** |
|  |  |  |  |

1. **Recalling of Quotation /Tender**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Details of the Item with quantity** | **Dept/ Section &Date of Receipt of PRF** | **No. & Date of Recalling Quotation/Tender** | **Reason** |
|  |  |  |  |  |

1. **Placing of Purchase Order**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Details of the Item with quantity** | **Dept/Section& Date of PRF submission** | **No. & Date of Purchase Order** | **Firm** | **Total Amount (including tax)** |
|  |  |  |  |  |  |

1. **Items Purchased**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Details of the Item with quantity** | **Dept/Section& Date of PRF submission** | **No. & Date of Purchase Order** | **Firm** | **Total Amount (including tax)** |
|  |  |  |  |  |  |

**8**. **Any Other**

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Report prepared by: Checked and verified (Sd/-)

AAO