



**DEPARTMENT OF ELECTRICAL ENGINEERING**  
**Indian Institute of Science, Bangalore – 560012**

**MATERIAL ACCEPTANCE-CUM-PAYMENT RECOMMENDATION CERTIFICATE**

Name of the Supplier .....

Use Department .....Electrical Engineering.....

Certificate No. & Date .....

Indent No. & Date .....

To be filled in C.O.
Invoice No.
Date
Amount

Sl. No.	Description of the Item	Quantity			
		As per Indent	Actually Received	Accepted	Rejected

- The items of equipment / furniture against above indent have been received in good condition. The items received fully agree with the description/specifications indicated in the Indent.
- The items have been taken to stock in the Equipment/Furniture/Tools Register vide L.F. No.....  
 Items No. ....
- Guarantee Card received / Installation done/commissioning done/Free training given/Manual received as per indent.
- Service rendered satisfactorily. The Materials received in good condition.
- Items to be supplied free of cost as per terms of Indent, have been received.
- Certified for payment/adjustment of Rs. ....  
 (Rupees .....)
- Debit Head .....

Staff Member

Date:

Chairman  
 Department of Electrical Engineering

(Chairman Seal)

(The clauses which are not applicable may be struck off)