



**INDIAN INSTITUTE OF SCIENCE
BANGALORE – 560 012**

REIMBURSEMENT REQUEST FOR ONLINE PURCHASES

Name of the person : requesting reimbursement Employee Code :	Request No.:
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Department / Centre :	Date:
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To: The Financial Controller, IISc

Please reimburse the amount to :

ame: _____

ther (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		*CST/ KST%	Cess %	E.T. %	E.D %	Amount	
				Rs.	Ps					Rs.	Ps.

Debit Head:	
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	Total in `	
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- 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