

Payment Form

CENTRAL UNIVERSITY OF TAMIL NADU
THIRUVARUR – 610 005



Sanction Order Number: CUTN/ _____ / _____ / _____

(A) Amount approved : Rs. _____
(B) Purchase order No : _____
(C) Order Placed for : Rs. _____
(D) Pending Order Amt : Rs. _____ (C - D)
(E) Pending approval amt : Rs. _____ (A - C)

Note: Amount approved, sanction order no is assigned by CUTN.

If (E) is not zero, whether the purchase in this proposal is completed against the obtained sanction order: Yes/No _____

Details of Bills/Invoices Enclosed

Bill No / Date	Supplier / Vendor Details	Amount (in Rs.)
TOTAL		

Payment requested For : Rs. _____ Balance pending for payment : Rs. _____

Details of Enclosure: (Tick against each item)

- Sanction Order copy
- Purchase Order Copy
- Original Invoice / bill with necessary stock entry in case of assets, consumables, etc.
- GFR certificates _____ (mention the number, enclose as annexure)
- Installation Certificate in case of instrument/ equipment and appliances

Date: _____

Signature
(Name, Designation)
Affix rubber stamp if available

Please send all payments via purchase section to enable consolidating the purchases in the University