

राष्ट्रीय प्रौद्योगिकी संस्थान कालीकट
NATIONAL INSTITUTE OF TECHNOLOGY CALICUT
Office of Research and Consultancy

Checklist for Reimbursement

SL No	Particulars	✓
1	Fully filled Reimbursement Form	
2	Copy of the AA & ES	
3	GeM Non availability (Annexure III & GeM generated certificate)	
4	Original bills with Stock entry and with necessary certification* *“I am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price”	
5	Original bills with paid by me certification	
6	Declaration in case of online purchase	
7	Digital payment proof for payments of Rs.5000/- or above	