**NATIONAL INSTITUTE OF TECHNOLOGY CALICUT**

**RESEARCH AND CONSULTANCY SECTION**

**PROCUREMENT REQUISITION FORM**

|  |  |  |
| --- | --- | --- |
| 1 | a)Name of the Indenter/PI  |  |
| b) Designation  |  |
| c)Email ID |  |
| d)Phone number  |  |
| 2 | Name & Designation of Guide/Mentor/Coordinator(if applicable)  |  |
| 3 | Department/ School/Section |  |
| 4 | 1. Funding agency/scheme
 |  |
| 1. Title of research project/scheme
 |  |
| 1. Project account No (If account No. is not applicable, write the scheme)
 |  |
| 1. Project/scheme subhead on which the item is purchased
 |  |
| 1. Balance available in project/scheme subhead as on this request date
 |  |
| 5 | a).Name of the item  |  |
| b).Quantity  |  |
| c). Nature of Item\*(Strike-off whichever is not applicable) | (Equipment/Consumables) |
| 6 | Estimate Cost of the item |  |
| 7 | Signature of Indenter/PI  |  |
| 8 | Signature of Guide/Mentor/Coordinator(if applicable) |  |
| 9 | Recommendation of Head of the Department/ School/Section with seal \* (Strike-off whichever is not applicable) |  |