

Department of Biosciences & Bioengineering
IIT Bombay

Date : _____

To:

The Dean R&D/Dy.Registrar (F&A)
I.I.T.Bombay

The following is the statement of account for the purchase of Chemicals/Glasswares/Miscellaneous Items for the _____ Laboratory use/M.Sc Project/M.Tech/Ph.D Work. The relevant cash memo are enclosed herewith for your perusal.

Sr.No.	Date	Bill/Invoice No.	Vendor/Supplier	Particulars	Amount	
					Rs.	Ps.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
Total :						

The amount of Rs. _____ (Rupees _____ Only) may be paid to M/s. _____ directly, by cheque/ the amount may please be reimbursed to me. The expenditure may please be debited to Project Code No. _____/Biodepartment (Institute Fund) Code No. _____ under _____ head.

Enclosure as above:

Signature of Lab In-charge/Indentor: _____

Head BSBE/Principal Investigator : _____