



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर

Indian Institute of Technology Bhubaneswar

Recommendation for release of payment

Name of the Equipment/Instrument/Consumable etc.....  
.....

PO Reference No. & Date: .....

1. Equipment has been received in good condition on (*date*): .....
2. Equipment has been installed on (*date*) .....satisfactorily
3. The equipment is **working** .....(**satisfactorily / unsatisfactory**) since installation
4. Warranty Certificate as per PO has been received : YES/ NO
5. Invoice value did not exceed the Purchase Order value : YES/ NO
6. Stock Entry has been made at School/Department/S & P Stock Register: (reference) :

*(Strike out which is not applicable)*

7 Delay in installation is attributable to : **The supplier / the Institute** (if institute, then documentary evidence is to be enclosed)

It is recommended to release the payment for supply of the above against the Bill / Invoice

No ..... dated .....to

M/s.....  
.....

Signature

(HOS)

Signature

(Indenter)