

Check List To be Attached with Bill

Sr. #	Particulars	Yes/No
1.	Required Approval from the Competent Authority	
2.	Campus News or PPRA add is attached	
3.	Three Quotations are attached	
4.	Comparative statement is attached	
5.	Purchase Order is attached	
6.	Inspection certificate signed by the relevant Inspection Committee is attached	
7.	Original Bills are attached	
8.	Date on Bills is after the date of purchase order	
9.	List of purchase committee is attached	
10.	Bills are verified by the purchase committee	
11.	Sales Tax Certificate signed by the relevant officer is attached	
12.	Delivery Challan Signed by the store in-charge and relevant officer is attached	
13.	Pictures of purchase/Repair items are attached	
14.	Verification by repaired and maintenance Committee is attached	
15.	Auction list of relevant purchase/repair is attached	
16.	Required approval for auction is attached	
17.	Add for auction is attached	

Submitted by:

Checked and received by:
