



**INDIAN INSTITUTE OF SCIENCE  
BANGALORE – 560 012**

**REIMBURSEMENT REQUEST FOR ONLINE PURCHASES**

Name of the student requesting reimbursement	:	SR No.	:	SAP No	:	
Department / Centre	:	ECE	:	Date	:	

**To: The Financial Controller, IISc**

Please reimburse the amount to,

- Name :
- Bank Account No. and Name of the bank :

Details of purchases (the value of each distinct item must be strictly less than 1,00,000)

Sl. No.	Item Description	Qty.	Unit	Rate	GST	Amount
1						
2						
3						
Total:						

Total Amount (In words):

Debit Head:

- Goods received in satisfactory condition.
- Entered into the Department Equipment and Consumable Register (if applicable),  
Number in the Register: \_\_\_\_\_  
(Explicitly mention for all items entered into the register)
- Credit card statement / Proof of payment enclosed.
- Payment receipt from online vendor enclosed.
- Certified that the material procured online has not been returned for any reason.

Justification for online purchase:

**Signature of the  
Student claiming**

**Signature of the  
faculty Advisor**

**Signature of  
Chair of the Department**