

Rajiv Gandhi University of Knowledge Technologies

IIIT- RGUKT, R.K.Valley, Kadapa dist - 516330 (A.P)

INDENT LETTER

Name of the Department:	Date:

S. No	Description of the Articles/Equipments/Work	Quantity/	Approximate	
J. 110	Description of the Articles/Equipments/Work	Number	Cost of each item	Total Cost
Purchase in charge:			Total Approximate	

Directors Remarks ::

- 1. Purchase the above material with/ without quotation.
- 2. Go for repair.
- 3. Wait for few days.
- 4. Refer to the university.

Note: Minimum 10days required for getting the items, hence indent letter should be given in advance.

Signature:
Name:
(Lab/Branch coordinator/others concerned
Phone No: