

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING, KANCHEEPURAM**  
**STORES DEMAND NOTE CUM ISSUE VOUCHER**  
**CAPITAL/NON CONSUMABLE**

Name of the Indentor :  
 PO NO. :

Designation :  
 SIV NO & Date :

The following items may be issued my personal PIR

DESCRIPTION OF STORES	QUANTITY	
	REQUIRED	ISSUED

I agree to take the item in my Personal Inventory (PIR)

Date: \_\_\_\_\_ Signature of the Indentor \_\_\_\_\_

If the item is to be taken on the Personal Inventory of some other person/ Division inventory, Indicate Name of the officer or the section/Labname. In case of personal inventory the person nominated will have to sign having accepted to take the item in his personal PIR and incase of division name, the In- charge of the section/lab should sign to accept the item in his section/lab inventory.

DESCRIPTION OF STORES	QUANTITY	
	REQUIRED	ISSUED

I agree to take the item in my personal PIR/ Divisional inventory (tick the appropriate).

Name of the Officer in case of Personal PIR: \_\_\_\_\_

Name of the Laboratory/Section in case of Divisional inventory: \_\_\_\_\_

Signature of PIR holder/ Section In-charge (Tick appropriate) :

Name :  
 Designation :  
 Date :

Issued and entered in the personal inventory/ Division inventory register Page No \_\_\_\_\_ Book No: \_\_\_\_\_

Stores In-Charge

Stores Officer

**IIITD&M STORES**

Date:

Enclosed is the Invoice received from M/s. \_\_\_\_\_

\_\_\_\_\_ towards of supply of \_\_\_\_\_

\_\_\_\_\_ vide PO No: \_\_\_\_\_

- I. You may inspect and certify on the reverse of the bill that the item(s) are received as per the PO installed and commissioned.
- II. You may also sign the Capital PIR/Divisional Inventory and return the same to stores section for further processing.

Stores Officer

To  
I/o \_\_\_\_\_