

**BITS, PILANI - K. K. BIRLA GOA – CAMPUS
FACULTY AFFAIRS DIVISION (FAD)**

NOTE FOR APPROVAL FOR PURCHASE OF SPARES/CONSUMABLES/AMC/Equipment

NFA No :

Date:

Name of Research Project:

Funding Agency:

Name of PI:

Department:

Details of Spares / Consumables/AMC/Equipment:

S. No.	Description of Items(S)	Qty. Reqd.	Total Cost
1.			

Justification:

Taxes and duties:

- 1) **Packing and forwarding charges:**
- 2) **Freight:**
- 3) **Delivery:**
- 4) **Payment terms:**

(Name & Sign with date)

Signature of PI

HOD

Associate Dean (FAD)

Budget Head	Project No.	Sanctioned Amount	Amount spent /Committed so far	Balance available

Purchase Manager

Accounts Head

Approved / Not Approved

Dean Admin/Director