

## KENDRIYA VIDYALAYA IIT CAMPUS, CHENNAI-36

CHECK LIST OF PURCHASES MADE FOR \_\_\_\_\_ DEPTT.

1	Whether <b>REQUISITION</b> for the material submitted by the Stock Incharge / Teacher Incharge ?		
2	Whether prior <b>APPROVAL OF VMC / VEC</b> has been taken ?		
3	Whether <b>QUOTATION CALLING PROCEDURE</b> has been done, if so letter no. & date ?	**	
4	Whether <b>QUOTATION</b> has been <b>DAIRISED OR NOT ?</b>	**	
5	Whether the <b>SUPPLIER</b> has <b>SENT BID SECURITY ?</b>	**	
6	Whether <b>COMPARATIVE STATEMENT PREPARED AND SIGNED BY VMC MEMBERS ?</b>	**	
7	Whether <b>PURCHASE / SUPPLY ORDER ISSUED</b> , if so, letter no & date ?		
8	Whether <b>EARNEST MONEY / SECURITY DEPOSIT</b> taken ?	**	
9	Whether all the <b>ITEMS</b> in the bill are <b>AS PER PURCHASE / SUPPLY ORDER ?</b>		
10	Whether <b>RATES</b> in the bill <b>TALLIES</b> with the <b>QUOTATION ?</b>	**	
11	Whether <b>CST/BST/VAT NUMBER / LICENSE NUMBER / CERTIFICATE</b> regarding doing job work from Govt. Checked ?		
12	Whether <b>STOCK ENTRY</b> of the Material has been <b>MADE ?</b>		
13	Whether <b>CERTIFICATE</b> regarding <b>SERVICES COMPLETED ? SATISFACTORYLY</b> recorded or not?		
14	Whether <b>TDS</b> is to be <b>DEDUCTED</b> or not ?		
15	<b>CS-41</b> to be prepared		

SIGNATURE OF THE STOCK HOLDER / TEACHER INCHARGE

Name : \_\_\_\_\_

Designation : \_\_\_\_\_