



UNIVERSITY OF PUNE
University with Potential for Excellence
Finance & Accounts Department
An ISO 9001-2008 Unit

Check List for Proposals Above Rupees Five Lac

To,
Finance & Accounts Officer
Secretary, Purchase Committee,
University of Pune, Pune 7.

Subject : Proposal for Purchase Committee

Sir,

I am requesting you to place our proposal before Purchase Committee. The details of which are as follows :

1. Name of Department -----
2. Description of the material / services -----
to be purchased / obtained -----
3. Administrative / Financial approval obtained Yes / No
4. **Budget Head** -----
Budget Provision & Balance -----
5. If purchases are being made out of Grant, Funds are received Yes / No
6. Provisions of Circular No. 381 are complied Yes / No
7. Comparative statement along with the details of purchases / services are enclosed. Yes / No
8. In case imported material / goods / equipment
 - a. Print out of Manufacturing Price List from web site has been obtained. Yes / No
 - b. Details of Dollar price to US university has been enclosed Yes / No
 - c. In case of other foreign currency home price for educational institutions has been enclosed. Yes / No
 - d. Custom Duty Exemption is being availed. Yes / No

**REMARKS OF FINANCE & ACCOUNTS OFFICER AND SECRETARY,
PURCHASE COMMITTEE.**

Remarks of Finance & Accounts Officer and Secretary, Purchase Committee.

| | | |
|--|---|----------------|
| Date of Purchase Committee | : | <hr/> |
| Final Price | : | <hr/> |
| Name of the party decided by Purchase Committee | : | <hr/> <hr/> |

To,
Head of the Department,

Please prepare the Purchase Order as per sanction of Purchase Committee.

Finance & Accounts Officer & Secretary, Purchase Committee
