

**BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED**  
**NAMRUP**

**PETTY PURCHASE REQUISITION**

Petty Purchase Indent no.: \_\_\_\_\_ Dtd: \_\_\_\_\_

From: \_\_\_\_\_ Dept: \_\_\_\_\_

Cost Code: \_\_\_\_\_

Please arrange to purchase the following materials for direct use. Certified that these are not available in stock and the estimated value is less than Rs 1500.00 for each item. These are required for – \_\_\_\_\_.

Sl. no.	Description of Items	Quantity		
		Indented	Purchased	Accepted

Purchased by \_\_\_\_\_ Requisitioner \_\_\_\_\_ Counter signed by \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Designation: \_\_\_\_\_ Designation: \_\_\_\_\_ Designation: \_\_\_\_\_  
(Not below Deputy CE (E)/ equivalent) (Not below CE/ HOD)

**RECEIPT**

Received the above items in full/ part and noted in the departmental register:

Page no: \_\_\_\_\_ Sl. No.: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

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

**NOTE:** 1) The total value of the indent should not exceed Rs.1,500 for each item.  
2) The petty purchase requisition should be authorized by an Officer not below the rank of Deputy Chief Engineer and the receipt portion should be signed by an officer not below the rank of APE/ APM.