



Atal Bihari Vajpayee-
Indian Institute of Information Technology & Management, Gwalior

INDENT

Assets/Consumables

(Please ✓ as applicable)

Department / Section.....

Name of the person requestingDate.....

Please issue the following items to the undersigned from the stores which are required for officials use.

S. No.	Items/Description	Quantity Required	Quantity Issued	Remark
1				
2				
3				
4				
5				

Signature of Indenter

Signature of FIC/HoD/Dean/officer in-charge

Name:

Name:

Store Section: (Available/ Not available)

Registrar (Recommended / Not Recommended)

Director

Store:

Received above mentioned items as per the specification in our indent and certified that the quantity of the items is as mentioned above.

Issued by Signature

Received by Signature

Name

Name