

**PROFORMA (PURCHASE OF NON - CONSUMABLE ASSET)**

**\*\*\*To be filled by Indenter\*\*\***

Certified that the asset/equipment.....  
purchased from M/s.....  
vide invoice no. .... dated: ..... against NIT Puducherry Purchase order (PO)  
No. .... dated: .....  
for Rs. .... fulfilled the following parameters:

- a) All the items received vide the above Invoice were verified and found to be in good working condition.
- b) The Equipment / Furniture / Item / Asset has already been installed / assembled and is / are being used or in ready to use condition.
- c) All the items received are technically in conformity with the purchase order specifications and of the ordered quality.
- d) All the accessories / parts and free offers, if any, of the equipment as per PO and invoice were received and are in good working condition.
- e) Warranty card, Product user manual, Technical details, Calibration certificates etc. were either provided (or) not applicable.
- f) Necessary training, if needed as per PO, was provided by the supplier.

Since the product(s) / item(s) supplied comply with all technical requirements / specifications / configuration of said Purchase order, the same can be processed further for making payment **as per PO terms and conditions.**

All the items received were entered in.....department stores.....  
stock register volume no: ..... Page no: .....on.....and stock register stamping was done.

Date of delivery: ..... Date of installation: .....

Whether warranty certificate enclosed (If applicable) : Yes / No / Not applicable

Remarks :

**Signature of the Indenter**

**Signature of the HoD/Section Head/  
Chief Warden**

.....  
**\*\*\*To be filled by Central Stores\*\*\***

- 1. The Item/Equipment/Asset is entered in Institute stock register.....Volume no. ....  
Page no.....on.....(date).
- 2. Physical Verification is done on.....(date) location of the item is found at.....
- 3. Permanent Inventory Number (PIN) for the item is created as.....

**Jr.Assistant,  
Central Stores**

**Member,  
Central Stores**

**Faculty i/c,  
Central Stores**