



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
LUCKNOW**

**PURCHASE SECTION
(Goods Receipt & Inspection Report)**

To,
The Indenter

Name of Department:
Purchase Indent No & Date.
Name of Supplier:
P.O/Contract No & Date.
Challan No & Date.

Please arrange to inspect the following goods and return this inspection report along with requisition slip within 15 days or earlier from the receipt of the material failing which it will be presumed that you have accepted the goods. If in unusual circumstances inspection cannot be made when within a period of 15 days, please advise the Receipt unit of the Purchase Section the probable date, when Inspection Report will be sent. Please return one copy immediately duly signed giving receipt of the goods / items.

**Authorised Official (Name & Signature)
Purchase Section**

Sr. No.	Name of Item	Q U A N T I T Y			Reason for Rejection	Replacement required
		Supplied	Approved	Rejected		
1.						
2.						

Indenter

Head of Department