

## **Purchase and Revenue Expenditure Request Templates**

**TKM COLLEGE OF ENGINEERING,  
KOLLAM – 691005**



**PURCHASE REQUEST FOR EQUIPMENT /ITEMS**

1	Name of Department / Section	
2	Name of Lab / Section	
3	Name of Equipment / Item	
4	Particulars / Description of the item (Specification/ Model)	
5	Necessity of the item	
6	Unit Cost (in Rs.)	
7	Number of Quantity Required	
8	Total Estimate Cost	
9	Head of Account (HoA) in Budget	
10	Budget Allotment for the HoA	
11	Name of Suppliers/ Firms in the respective items (if applicable) (Offer comments, if any)	
	1.	
	2.	
	3.	
12	Name & Signature of requester (Lab-in- Charge/ Section head/ others)	
13	Recommendation or Remarks of the Head of Department / Section	
14	Name and Signature of the Head of Department / Section	
15	Office Remarks	

Place:

Date :

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**REQUEST FOR REVENUE EXPENDITURE**  
*(FDP/Programs/Works/Financial Assistance etc.)*

1	Name of Department / Section	
2	Name of Lab / Section	
3	Type of Expenses	
4	Necessity of the Expense	
5	Estimated Cost	
6	Head of Account in Budget	
7	Budget Allotment for the HoA	
8	Name & Signature of Section / Lab-in-Charge	
9	Recommendation or Remarks of the Head of Department / Section	
10	Name and Signature <i>(with Date)</i> of the Head of Department / Section	
11	Office Remarks	

Place:

Date :



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**PURCHASE REQUEST FOR LAB CONSUMABLES**

Department :

Head of Account :

Budget Allocation :

Sl. No	Name of Lab / Section	Name (particulars) of Consumable	Unit price (Rs.)	Quantity	Total Price (Rs.)	Name of vendors	Remarks
Name & Signature ( <i>With Date</i> ) of Lab-in-Charge							
Recommendation by the Head of the Department (with Name and Signature)							

Place:

Date :