**Purchase of goods without Quotation**

|  |  |
| --- | --- |
| **Ref No:** |  |
| **Place:** |  | **Date:** |  |

“I, ……………………………………… , am personally satisfied that the goods (described below) purchases are of the requisite quality and specification and have been purchased from a reliable supplier/ contractor at a reasonable price.”

|  |  |
| --- | --- |
| Item: |  |
| Quantity: |  |
| Indenter: |  |
| Unit Rate: |  |
| Taxes/ Duties: |  |
| Other Charges: |  |
| Total Unit Price: |  |
| Total Price: |  |
| Purchased from: M/s |  |
| Vide Bill No: |  |
| Justification: |  |
| Payment may be drawn in favour of: |  |
| Name: |  |
| Designation: |  |
| Signature: |  |