**Foreign Purchase Approval Form**

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| --- | --- |
|  | ***Section I*** |
|  | Name of the Department  |  |
|  | Indicate whether quotations/tenders/Pro-forma Invoice have been obtained.  | Yes |  | No |  |
|  | If “Yes” | Copy of the letter with the specifications requesting quotations/tenders/Pro-forma invoice is attached  | Yes |  | No |  |
| Originals of corresponding quotations/tenders/Pro-forma invoice received are attached.  | Yes |  | No |  |
|  | Supplier Details *(List of details of foreign suppliers from whom quotations were obtained)* |
| No. | Name of the Supplier | Pro-forma Invoice No. | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | ***Section II (Applicable only for Single Sourcing)*** |
| 2.12.22.32.42.5 | Justification from the End User for the purpose of use of Software/Equipment.1. .................................................................................................................................................
2. .................................................................................................................................................
3. .................................................................................................................................................
4. .................................................................................................................................................
5. .................................................................................................................................................

Reason for single source..............................................................................................................................................................Name & Address of single source supplier...........................................................................................................................................................................................................................................................................................................................Cost estimation supported by a quotation from single source supplier.Please also attach a copy of Manufacturer Authorization/ Propriatory Certificate...................................................... ........................................................................... Signature of End User & Date Signature of Head of the Department & Date.  |
|  | ***Section III (Recommendations)*** |
|  | Dean/Faculty of ……………………………………………………. I recommend the foreign purchase of the above equipment(s)/item(s) amounting to ………………………………………….. (total amount in relevant foreign currency) from M/S…………………………………….. as indicated in the schedule given overleaf. Signature of the Head of the Department Date |
|  | Vice-Chancellor I recommend the foreign purchase of the above equipment(s)/item(s) as recommended by the Head of the Department. Signature of the Dean of the Faculty of ……………………………. Date  |
|  | ***Section IV (Approval for Processing)*** |
|  | Deputy Bursar/SuppliesApproved/Recommended to obtain approval of the Procurement Committee with the recommendation of the Technical Evaluation Committee.Signature of the Vice-Chancellor Date |

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