

Rev. 1.0

Dated: 1.2.2015

CPCCC Checklist- 1

Pre-forwarding Checklist for CPCCC Requisitions (prior to submission)

Name of Item: _____

S.N.	Name of Items	Don't know / NA / Yes / No /	Evidence needed (to be enclosed if Yes)
1.	Examined all the currently approved CPCCC configuration and finalized the specific configuration needed by the end-user?		Make: _____ Model: _____ Unit Price: _____
2.	Quantity Required to be purchased (in Numbers)		
3.	Head of Account Name		Head of Account Code: _____
4.	Have you checked current position of funds availability and ensured that requisite funds are available and reserved, so that purchase order can be released?		Funds position checked on _____ (dd/mm/yyyy) and found that _____ (Rs) is available
5.	Have you acquire approval from Competent Authority ?		

Signature: _____

Name: _____

Designation: _____

Department: _____

E-mail ID: _____

Intercom: _____

Mobile: _____

This checklist is designed, based on experience of CPCCC workflows, to help minimize delays in the workflow (due to incomplete/half-baked requests) . Any suggestions to improve this checklist (to make it better and more effective) are welcome. The same can be submitted to secretary.cpc@amu.ac.in