



CENTRE FOR SPONSORED RESEARCH AND CONSULTANCY

(Formerly Centre for Technology Development and Transfer)

ANNA UNIVERSITY, CHENNAI - 600 025



DR T SIVA KUMAR

PROFESSOR AND DIRECTOR

Ref. No. CSRC/2526/0003/Circular

22.05.2025

CIRCULAR

To

All the Deans of Campuses,
All the Deans of Regional Campuses and Constituent Colleges
All the Directors of Centres / Institutes
All the Heads of Departments

Dear Sir/ Madam

Sub: CSRC - Mandatory Procedure for Booking Purchase Entries
under Cost Centre - Reg.

All the Heads of Departments and Directors of Centres are hereby instructed to ensure that all purchase entries are booked under the appropriate Cost Centre for their respective departments or centres.

Further, it is mandatory to mention the corresponding Entry Number in the claim bill submitted for payment processing. The claim bill, along with the correct entry details, must be submitted to the CSRC for payment.

Please note that claims without the Cost Centre booking and corresponding Entry Number will not be processed for payment under any circumstances.

This procedure is essential for maintaining proper financial records and audit compliance. Your cooperation in strictly adhering to this process is highly appreciated.


DIRECTOR

