

FORM OF SETTLEMENT OF OTHER ADVANCE AMOUNT DRAWN

DATE: _____

NAME OF THE SOCIETY / DEPARTMENT / COMMITTEE _____

NAME OF THE PERSON APPLIED FOR THE ADVANCE _____

YOUR DESIGNATION IN THE SOCIETY / COMMITTEE _____

AMOUNT OF ADVANCE WAS DRAWN _____ VIDE CHEQUE NO _____ DATED _____

PURPOSE FOR WHICH ADVANCE WAS TAKEN _____

DATE OF FUNCTION / ACTIVITY _____

THE PRINCIPAL

SATYAWATI COLLEGE (DAY)

SIR,

I HAD TAKEN AN ADVANCE FOR ABOVE STATED FUNCTION / ACTIVITY. NOW I AM SUBMITTING HEREWTHI THE DETAIL OF EXPENDITURE INCURRED AND THEIR SUPPORTING ORIGINAL BILLS DULY SIGNED BY ME. KINDLY MAKE THE SETTLEMENT AND OBLIGE.

SL. NO / BILL NO	PARTICULARS OF BILLS / RECEIPTS	AMOUNT	SL. NO / BILL NO	PARTICULARS OF BILLS / RECEIPTS	AMOUNT
1.			11.		
2.			12.		
3.			13.		
4.			14.		
5.			15.		
6.			16.		
7.			17.		
8.			18.		
9.			19.		
10.			20		
	TOTAL (A)			TOTAL (B)	
GRAND TOTAL OF (A) + (B) RS.					

ADVANCE TAKEN RS. _____

EXPENDITURE MADE RS. _____

BALANCE RETURNED / EXCESS CLAIMED OF RS. _____

SIGNATURE OF THE INCHARGE

RECOMMENDATION OF THE ACCOUNTS OFFICE _____