

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 HERewith 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 _____

ASSISTANT

S. O. (ACCOUNTS)

BURSAR

A. O.

PRINCIPAL