Indian Institute of Information Technology Bhagalpur

Bhagalpur - 813210

FORM NO. M-01 B

SETTLEMENT OF TEMPORARY ADVANCE (To be submitted to Office)

1. Account Code. : _____ Head Consumable/ Contingency/ Equipment/Travel

2. Amount. : _____ Date of Advance _____

3. Details of Expenditure

Sl. No.	Date	Vendors Name	Particulars	Amount (Rs.)
			Total Expenditure	
			Less: Advance Drawn	
			Unspent balance refunded (Cheque No..... dt...../ MR No ..... Dt.....)	(-)
			Over Expenditure to be reimbursed	

(Enclose separate sheet in the above format if necessary)

(Signature of the Applicant)

NB:

1. The settlement against advance should be submitted within a period of 45 days from the date of advance drawn.
2. Enclose a copy of the approval of the advance.
3. Enclose the original cash memo/ retail invoice/ money receipt initialed by the Drawer.
4. Stock entry details on the reverse side of the cash memo/ retail invoice/money receipt of the Consumables/ Equipment purchased from this advance. PI's signature on Stock Entry.
5. If unspent balance is to be refunded by Drawer, enclose an A/c Payee cheque in favour of "Registrar, IIIT Bhagalpur".
6. The purchase process may be followed.
7. Certify all the purchase made above Rs.1,000.00.
8. The item is to be purchased from the local market. The total amount at the time of settlement under no circumstances should exceed approved amount of advance.
9. Make sure that all purchases are made after approval of advance.

FOR USE BY OFFICE

Recorded in the Budget Register.

Put up for consideration

Dealing Assistant

Officer Incharge

Approved/ Not Approved

Director