



Indian Institute of Technology Kanpur
Office of the Dean Students' Affairs

Statement of Accounts for Settlement of Temporary Advance

S No	Content	Details
1.	Name of Council/ Festival	
2.	Name of Club/ Head (in case of festival)	
3.	Name of advance holder	
4.	Roll No	
5.	Type of Advance	1) Consumables 2) Non-Consumables 3) Contingency
6.	Advance Date	
7.	Amount of advance	₹
8.	Excess amount claimed / Balance deposited: (+/-)	₹
9.	Bank A/c No	A/c No: _____ IFSC: _____

S. No.	Bill No.	Bill date	Party Name	GSTIN of Party	Description of Goods and Services	Total Value of Bill
1						
2						
3						
4						
Total Amount						

I hereby certify that: 1) Cash purchases were made for the items that were needed urgently and were not available in stores. 2) Goods purchased were inspected before acceptance. 3) Prices paid are the cheapest 4) Items purchased are entered in the Stock Register. 5) Above mentioned expenses are only for Council/Festival which are not being claimed for reimbursement from anywhere else.

Signature of the Advance Holder	Signature of Finance Convenor/ Head Finance	Signature of Faculty Counsellor/ Festival Chairman
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For Office Use Only

Sr No	Content	Details
1	Advance Drawn	₹
2	Expenditure made	₹
3	Excess Amount Claimed	₹
4	Balance Deposited in A/S	₹
5	Date of Deposit	₹
6	Passed for adjustment	₹
7	Pay Excess Claim of	₹
Gymkhana Office		Dealing Assistant (DOSA Office)