INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

STATEMENT OF ACCOUNTS OF CONSUMABLE/CONTINGENCY ADVANCE

DEPARTMENT/SECTION :_____ ADVANCE IN FAVOUR OF: _____ PF. NO. _____: DESIGNATION _____ PURPOSE FOR WHICH ADVANCE DRAWN: DATE OF ADVANCE DRAWN: ADV. REF. NO.: AMOUNT OF ADVANCE DRAWN:

AMOUNT OF EXCESS CLAIMED AGAINST THE ADVANCE:

DETAILS OF BALANCE DEPOSITED:

SL NO	Date	Cash Memo/ Receipt	Suppliers Name	Particulars	Amount	Budget Head*	Stock Register &Page

I hereby certify:

- 1) That the cash purchases have been made for the items that were needed urgently and were not available in stores.2) That the goods purchased by me have been inspected before acceptance.
- 3) That the prices paid are the cheapest for the items purchased.
- 4) That the items purchased have been duly entered in the Stock Register.

_____ Signature of the Head

_____ Signature of Advance Holder

* (Budget Head : a) Printing & Stationeries, b) Consumables, c) Repair & Maintenance, d) Postage &. Courier, e) Local Conveyance, f) Meeting Expenses, g) Miscellaneous Expenses)