

APPLICATION FOR RECOUPING OF IMPREST ADVANCE

1. A sum of Rs. was drawn as Imprest Advance vide Cheque No.on to meet with the contingency of the department against the recurring head expenditure.

2. The details of expenditure made out of the Imprest Advance are as follows:

Sr. No.	Name of Supplier	Bill No	Date	Amount
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
Total				

3. It is requested that sanction may be accorded for the above expenditure and Imprest Advance be recouped accordingly. All the original bills duly verified by the undersigned and Cash Book for Imprest Advance is attached herewith.

Signature:
Name:
Designation:
Department:

Approved / Not Approved.

Date:

Registrar

Remarks by Finance Branch:

Assistant

S.O.

A.R.

Audit

Finance Officer