



భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్
भारतीय प्रौद्योगिकी संस्थान हैदराबाद
Indian Institute of Technology Hyderabad

Statement of Accounts – Settlement (Purchase / Services)

Name : _____.

Department : _____.

Event Name and Dates: _____.

Faculty ID/Staff/ Roll No. _____

Advance taken: _____.

Advance settled: _____.

Balance cash being returned: _____.

Excess of expenditure over and above advance: _____.

S.No.	Date	Cash Memo No.	Name of the Firm	Details of Expenditure	Amount (Rs.)
Total Amount of Settlement					
(Rupees _____					only)

I certify that:

- The advance amount has been spent for the purpose(s) drawn for and
- The rates charged are reasonable and in accordance with the prevailing market rates

The above statement is verified

Signature

Name:

Dealing Assistant

Chair, CCE

Name:

Name: Prof Amirtham Rajagopal

The Advanced is adjusted for

Consumables : _____

Non Consumables : _____

Name of Account Holder : _____

Bank Name & Branch : _____

Bank Account Number : _____

IFSC Code : _____