

RAM LAL ANAND COLLEGE

BENITO JUAREZ ROAD, NEW DELHI-110021

FORM FOR SUBMITTING THE ACCOUNT OF ADVANCE

Amount of advance of Rs. (Purpose))

Details of expenditure incurred

Sl. No.	PARTICULARS	No. & Date of Cash Memo/Receipts	Amount		Remarks
			Rs.	P.	

Total Exp. Rs.

Less Advance Taken Rs.

Balance unspent / to be recovered Rs.

It is certified that :

1. The expenditure was incurred by me/us with the prior approval.
2. The payment has been made in cash.

Signature

Checked for Rs.

Passed for Adjustment / Payment

(Rupees))

S. O. (Accounts)

A. O.

Bursar

Principal

Unspent of advance Rs. received vide Misc. receipt No. dated

Cashier