

रामानुजन महाविद्यालय

नैक द्वारा मान्यता प्राप्त ग्रेड ए++(३.७१)
दिल्ली विश्वविद्यालय
सी आर पार्क, मुख्य सड़क, ब्लॉक एच,
कालकाजी, नई दिल्ली-११००१९, भारत
आई. एस. ओ. ९००१:२००८ प्रमाणित संगठन



RAMANUJAN COLLEGE

Accredited Grade 'A++(3.71)' by NAAC
University of Delhi
C.R. Park Main Road, Block H
Kalkaji, New Delhi- 110019, India
ISO 9001:2008 Certified Organisation

FORM FOR SETTLEMENT OF ADVANCE/IMPREST

Date: _____

The Principal
Ramanujan College
Kalkaji,
New Delhi-110019

Sir,

I had drawn on advance of Rs. _____ for the purpose of _____.

Details of expenditure incurred are given below:

S. No.	Particulars/Name of the Items	Date	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

The amount of Rs. _____ has been left unspent/overspent. The amount of Rs. _____ may be allowed to deposited/sanctioned & reimbursed to me and the advance may be settled.

Yours faithfully,

Signature _____

Name _____

(FOR USE IN ACCOUNTS OFFICE ONLY)

1. Advance taken Rs. _____
2. Amount spent Rs. _____
3. Amount to be deposited/reimbursed in settlement of the above advance Rs. _____
(Rupees _____) Advance may be settled and unspent/overspent amount may be allowed to deposited/reimbursed.

Dealing Asstt.

S.O(A/C's)

A.O(A/C's)

Bursar

Principal