



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान बरहमपुर
Indian Institute of Science Education and Research Berhampur
Established by the Ministry of Education, Govt. of India

Request for payment to party/ Reimbursement to self/ Adjustment against advance

Account Head:

Date:

Institute A/c													
R & D Project No.													
Contingency		Consumables		Non- Consumables					Books			others	

1.	Name of the Employee	
2.	P F No & Designation	
3.	Advance Ref. No. & Date	
4.	Bank A/c No.	
5.	Payment/Reimbursement to be made in the name of	
6.	Purpose	

Details of Items Purchase:

SN	Date	Cash Memo / Receipt	Supplier Name	Item Purchased	Amount (Rs.)	Stock entry Page No.
1.						
2.						
3.						
4.						
Total Amount						
Less advance, if any						
Excess amount claimed/Balance deposited: (+/-)						
Certified that the: (Please tick ✓ whichever is applicable) (a) I am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable prices. () OR (b) This is to certify that spares supplied / service is provided as per the requirements, specification and Terms & Conditions. ()						
Signature of the Employee	Forwarded by		Recommended by		Approved as per rules	
	Section I/C/ PI / HOD		DoFA/Dy. Registrar		Registrar/Director	

For the use of F&A office only:

Passed for an Amount of Rs:		
Assistant/ Supdt.(F&A)/AR(F&A)	Internal Audit Officer	DR(F&A)/FO