

## भारतीय सूचना प्रौद्योगिकी, अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम Indian Institute of Information Technology,Design and Manufacturing, Kancheepuram

#### Dean (SR,IC&CE) Office

### TEMPORARY ADVANCE REQUISTION FORM: PROJECT / EDUCATIONAL EVENT

<ol> <li>Project No./ Funding Agency/ Educational Event:</li> </ol>								
2. Name of P.I / Coordinator								
3. The following items are urgently required for Projects / Event								
SI.	Particulars of items to be purchased	Quantity	Approximate cost					
No.								
4. Certified that:								
<ul> <li>a. The requested materials are absolutely essential for the Project work.</li> <li>b. Purchase would be made after ascertaining the lowest rates from at least three dealers in keeping</li> </ul>								
	withquality. c. Expenditures that will incur will be as per Project norms.		. 0					
5. No. of advance pending settlement with details :								
6.	Amount of advance requested : Rs		_					
Date: Signature of P.I								
Fund	Availability							
Yes /	No Head:							
Dealing Assistant, Sricce Cell Signature of AR(Sricce) / Dean(SR								
Rema	arks of Registrar							
	Recommended / Not Recommended	d						
Date	:	Signatu	re of Registrar					
	Approved / Not Approved							
			Director					



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### Dean (SR,IC&CE) Office

TEMPORARY ADVANCE SETTLEMENT FORM: PROJECT							
TEMF	PORARY AD	VANCE No.	V	r.No	Date :		
SI. No.	Bill No.	Date	Name o	f the Firm	Amount		
1.							
2.							
3.							
4.							
5.							
6.							
7. 8.							
9.							
10.							
					Total		
					Total		
		Temporary Adva	ance Drawn -				
		Amount Spent	-				
		Balance Amoun	t -				
Certif	ied that the	e items purchased	for the purpose sp	pecified for which	advance was drawn.		
Date : Signature of P.					Signature of P.I		
Project No. Name of P.I:							
Balance Amount Remitted:				Date of Remittance:			
Passed for Adjustment of Rs.							
Pay F	Rupees						
Deali	ng Asst	AR (Sricce)	Dean (SR)	Auditor	Registrar		

Cheque No. & Date: Cheque Amount: