INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING KANCHEEPURAM

To be met from

Account

Ty Adv.No.

TEMPORARY ADVANCE REQUISTION FORM

- 2. The following items are urgently required for

SI.	Particulars of items to be purchased	Quantity	Approximate	cost
No.				

3. Certified that:

- a) Items mentioned above are not available in the Dept. Stores/Central Stores/Stationary Unit
- b) No alternative or other arrangement could be made with the material available within the Dept./Section and the requested materials are absolutely essential for the work.
- c) Purchase would be made after ascertaining the lowest rates from at least three dealers in keeping with quality.
- d) Expenditures that will incur will be as per Institute norms.
- 5. No. of advance pending settlement with details ::

6.	Amount of advance requested	:: Rs.	(Mode: CASH / ONLINE Transfer)		
			(Please tick appropriate)		
-	Name and Destantion of the second to				

7. Name and Designation of the person to Whom cash to be handed over OR amount to be transferred online)

Date:

Signature

Sanctioned Rs	Received Rs		
	Signature :		
Or an effective and Authority	Name :		
Sanctioning Authority	Designation :		

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING KANCHEEPURAM

TEMPORARY ADVANCE No.

Vr.No

SI.	Bill No.	Date	Name of the Firm	Amount
No.				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
			Total	

Temporary Advance Drawn	-	
Amount Spent	-	
Balance Amount	-	

Certified that the items purchased for the purpose specified for which advance was drawn and covered by sanction.

			Signature		
	(to be filled in by Accounts Section)	Voucher No:		
Classification:		TEMPORARY ADVANCE No.			
Balance Amount Rem	itted:	D	Date of Remittance:		
Passed for Adjustment of Rs.					
Pay Rupees					
Jr. Asst.	AR	DR Auditor	Registrar		
Cheque No. & Date:		Cheque Amount	:		