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ABV INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT, GWALIOR

STATEMENT OF ACCOUNTS OF CONSUMABLE/CONTINGENCY ADVANCE

DEPARTMENT/SECTION : _____

ADVANCE IN FAVOUR OF(NAME): _____

EMPLOYEE NO. _____: DESIGNATION _____

PURPOSE FOR WHICH ADVANCE DRAWN: _____
DATE OF ADVANCE DRAWN: _____ ADV. REF. NO.: _____

AMOUNT OF ADVANCE DRAWN: _____

AMOUNT OF EXCESS CLAIMED AGAINST THE ADVANCE: _____

DETAILS OF BALANCE DEPOSITED: _____

SL NO	Date	Cash Memo/ Receipt	Suppliers Name	Particulars	Amount	Budget Head*	Stock Register &Page

I hereby certify:

1) That the cash purchases have been made for the items that were needed urgently and were not available in stores.
2) That the goods purchased by me have been inspected before acceptance.
3) That the prices paid are the cheapest for the items purchased.
4) That the items purchased have been duly entered in the Stock Register.

Signature of the Head

Signature of Advance Holder

* (Budget Head : a) Printing & Stationeries, b) Consumables, c) Repair & Maintenance, d) Postage &. Courier, e) Local Conveyance, f) Meeting Expenses, g) Miscellaneous Expenses)