### SA\_Tech\_ Advance Request Form

| **Club / Team Name:** |  |
| --- | --- |
| **Budget utilization:** | * Registration Cost * Purchase of Consumable / Non-Consumbles / Equipment * Travel Support * Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Budget Allocated:** | * Innovation Grant: Dean - Design Innovation and Incubation Office * Establishment B: Dean - Student Affairs Office * Institute Support * Club Funds - Sponsorships / Other sources of fund: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

| **S.No:** | **Description of Items** | **Quantity** | **Unit Rate** | **Total in Rs.** |
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|  |  |  | **Grand Total** |  |

We hereby certify that the specifications are complete and correct to meet the requirement fully.

| Team / Club Lead | Professor In-Charge / Faculty Advisor |
| --- | --- |

| Technical Affairs Secretary: | Note: |
| --- | --- |
| PIC - Co-Curricular Affairs / Technical Affairs. | Recommended / Not Recommended  Note: |
| Dean - Student Affairs. | Recommended / Not Recommended  Note: |
| Dean - Design Innovation and Incubation: | Recommended / Not Recommended  Note: |
| Accounts:  AR/DR/JR Accounts | Funds Availability: Yes / No  Note: |

### Recommended / Not Recommended

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Registrar

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### Approved / Not Approved

## \_\_\_\_\_\_\_\_\_\_\_\_\_

## Director

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