**ASSAM ENGINEERING COLLEGE FORM-6**

**GUWAHATI, JALUKBARI – 781 013**

**PROJECT: TEQIP-III**

**EXPENDITURE VOUCHER**

**EXPENDITURE / PAYMENT DETAILS TO BE SUBMITTED TO TEQIP-III OFFICE FOR AN EVENT**

**A/C Name-TEQIP-III through PFMS Department(s).........................................**

**HEAD OF EXPENDITURE (Mention Component Code):..........................................(Refer to FORM 4)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.No.** | **Vendor Details\*\*** | | **Description of Expenditure** | **Amount (Rs.)** | | **Total Amount (Rs.)** |
| **1** | **Vendor Name**  **(BLOCK LETTERS ONLY)**  **PFMS ID (if available)** | | * **Description 1** * **Description 2** * **Description 3** | **XXXX**  **XXXX**  **XXXX** | | **XXXX** |
| **2** | **Vendor Name**  **(BLOCK LETTERS ONLY)**  **PFMS ID (if available)** | | * **Description 1** * **Description 2** * **Description 3** | **XXXX**  **XXXX**  **XXXX** | | **XXXX** |
| **3** | **Vendor Name**  **(BLOCK LETTERS ONLY)**  **PFMS ID (if available)** | | * **Description 1** * **Description 2** * **Description 3** | **XXXX**  **XXXX**  **XXXX** | | **XXXX** |
| **4** | **Vendor Name**  **(BLOCK LETTERS ONLY)**  **PFMS ID (if available)** | | * **Description 1** * **Description 2** * **Description 3** | **XXXX**  **XXXX**  **XXXX** | | **XXXX** |
|  | **TOTAL =** | |  |  | | **XXXX** |
| **Amount in words (Rupees.......................................only)** | | | | | | |
| **Event Coordinators** | | **Departmental TEQIP Coordinator** | | | **Forwarded**  **Head of Department** | |

**\*\* Add PFMS vendor registration form2, if vendor is not registered in PFMS. If registered please mention Vendor registration number)**

**Please Note:**

1. Please add as many as rows required for the vendors. If it exceeds one page signature of Event Coordinator, Departmental TEQIP-III Coordinator and Head of Department is required on each page
2. Description of Expenditure is indicative only; please add descriptions as may be required.
3. Form 2 has to be submitted mandatorily for the PFMS payment for vendors not registered in PFMS.
4. Bills/receipts of each payment to be made, have to be signed and attached in original.
5. TA/DA/Honorarium as per rules prescribed by NPIU.
6. Form 7 is to be attached mandatorily.

**FOR TEQIP-III OFFICE USE ONLY:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Checked by**  **TEQIP-III, Accounts Staff** | **Verified by**  **Nodal Officer-Finance** | **Approved for payment by** | |
| **Coordinator, TEQIP-III** | **Principal, AEC** |
| **Sanction / Proposal No.** | | **Payment Advice Number** | |
|  | |  | |
| **Submitted for Approval on** | | **Approved on** | |
|  | |  | |
| **Entered by PFMS Data Operator on** | | **Digitally Signed by Data Approver on** | |
|  | |  | |
| **Remarks** | | **Remarks** | |
|  | |  | |