



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी  
Indian Institute of Technology Guwahati  
Guwahati - 781 039

Form No.08

GYMKHANA SETTLEMENT FORM

**Budget Head:**

**BOARD:**

Advance was obtained by:

Details of Advance:

| Budget Head | Amount drawn (in Rupees) |          |
|-------------|--------------------------|----------|
|             | In figures               | In words |
|             |                          |          |

Total allocated budget:

Sanction Order No:

For settling the amount all the bills in original are enclosed.

Details of expenditure :

| Sl. No.   | Description of items | Vendor Name | Quantity | Amount |
|---|----------------------|-------------|----------|--------|
|   |                      |             |          |        |
|   |                      |             |          |        |
|   |                      |             |          |        |
|   |                      |             |          |        |
|   |                      |             |          |        |
|   |                      |             |          |        |
| Total Expenditure   |                      |             |          |        |
| Temporary Advance Drawn                                     |                      |             |          |        |
| Unspent balance refunded (by Cheque/MR No..... dated .....) |                      |             |          |        |
| Amount to be reimbursed                                     |                      |             |          |        |

(Enclose separate sheet in the above format if necessary)

Certified that the items as above/as per list enclosed were required urgently and procured with prior permission.

Verified and forwarded

Signature of Indentor  
Date:

Secretary,  
Club:  
Date:

GS,  
Board:  
Date:

VP,  
SGC  
Date:

Chairman,  
Board:  
Date:

**FOR USE BY STUDENTS' AFFAIRS ONLY**

|    |  |  |
|----|--|--|
| 1. | Settlement for the above purpose to          |  |
| 2. | Chargeable Budget Head(s)                    |  |
| 3. | Last advance yet to settle (amount and date) |  |
| 4. | Amount recorded against                      |  |
| 5. | Stock Entry Details                          |  |
| 6. | Supporting Documents (SS/UC/DER/MR/Other)    |  |
| 7. | Remarks (if any)                             |  |

Put up for kind consideration please.

Dealing Assistant

DEAN

Instructions:

1. The settlement against advance should be submitted within a period of 30 days from the date of advance drawn
2. Enclose a copy of the Permission cum Sanction Sheet.
3. Enclose a copy of the advance.
4. Enclose the original Detailed Event Report.
5. Enclose a Budget Utilization Certificate in the prescribed format.
6. Enclose the original cash memo/ retail invoice/ money receipt initialed by the Indentor.
7. Stock entry details on the reverse side of the cash memo/ retail invoice/money receipt of the Consumables/ Equipment purchased from this advance. Indentor and HOS's signature on Stock Entry.
8. Unspent balance is to be refunded by Indentor to F&A Section in Cash and enclose a copy of the Receipt.
9. The purchase process as placed on the webpage of S&P section (Intranet) may be followed
10. Make sure that all purchase are made after approval of advance.