



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

Form No.07

GYMKHANA REIMBURSEMENT FORM

Budget Head:

BOARD:

Details of the Student authorized to receive the amount of Reimbursement:

Name of the Student	Roll No	Department	Email ID	Mobile No

Details of Reimbursement

Budget Head	Amount to be drawn (in Rupees)	
	In figures	In words

Total allocated budget:

Sanction Order No:

Purpose/ Justification of Reimbursement:

Details of Expenditure:

Sl. No.	Description of items	Vendor Name	Quantity	Amount
Total				

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.	Reimbursement for the above purpose to	
2.	Chargeable Budget Head(s)	
3.	Last advance yet to settle (amount and date)	
4.	Approved Budget	
5.	Balance after this sanction	
6.	Amount recorded against	
7.	Stock Entry Details	
8.	Supporting Documents (SS/UC/DER/MR/Other)	
9.	Remarks (if any)	

Put up for kind consideration please.

Dealing Assistant

DEAN

Instructions:

1. Enclose a copy of the Permission cum Sanction Sheet
2. Enclose the original Detailed Event Report
3. Enclose a Budget Utilization Certificate in the Prescribed format
4. Enclose the original cash memo/ retail invoice/ money receipt initialed by the Indentor.
5. 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.
6. The purchase process as placed on the webpage of S&P section(Intranet)may be followed
7. **Make sure that all purchase are made after approval.**