**Annexure-III**

**MANDATORY REQUIREMENTS / INSTRUCTIONS:**

1. Last Date to submit Expenditure Reports is 4th November 2019. Please submit within the stipulated deadline. Expenditure Reports **received at Ignite** after deadline shall not be considered for funding and discarded.
2. Reimbursement against approved Final Year Project (FYP) shall be considered after **timely** submission of **duly filled Expenditure Report** supported by **verified original receipts/invoices/bills** of Equipment/ Miscellaneous Items.
3. Incomplete/mutilated/overwritten Receipts/Bills/Invoices **shall not** be considered for funding and respective deductions shall be made accordingly from actual expenses claimed in Expenditure Report.
4. Expenditure Report must be signed & stamped by Focal Person, CFO/Financial Controller/Director Finance and Head of the Institution. Original receipts/invoices/bills should be counter signed by Focal Person or concerned supervisor.
5. Final amount of reimbursement shall be determined by Ignite on the basis of fulfillment of documentation and in accordance with terms & conditions of the program.
6. Ignite reserves the right to reject any or all Expenditure Report(s) and/or disapprove funding of any or all approved FYP without mentioning any reason whatsoever or subject to change in policy.