

INDIAN INSTITUTE OF TECHNOLOGY MADRAS, CHENNAI

To be met from

Account

Ty Adv.No.

TEMPORARY ADVANCE REQUISITION FORM

1. Dept. / Centre / Section.....

(If the amount is required for project indicate the name of the Co-ordinator)

2. The following items are urgently required for

3. Sl.No	Particulars of items to be purchased	Qty.	Approx.Cost Rs.	P.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
		Total Rs.		

4. Certified that:

- Items mentioned above are not available in the Dept. Stores/Central Stores/Stationary Unit
- No alternative or other arrangement could be made with the material available within the Dept./Section and the requested materials are absolutely essential for the work.
- Purchase would be made after ascertaining the lowest rates from atleast three dealers in keeping with quality.
- Wherever possible services of the Central Stores Section would be availed for collection.

5. No. of advance pending settlement with details.

6. Amount of advance requested Rs.

7. Name and Designation of the person to whom cash to be handed over

.....

Signature

Sanctioned Rs.

Received Rs.

(Rupees

Signature

Head of Dept/Centre/Registrar/Dean/

Designation

INDIAN INSTITUTE OF TECHNOLOGY MADRAS, CHENNAI

TEMPORARY ADVANCE No.

Vr.No

(to be filled in Department /Section)

Sl.No. Bill No. and Date

Name of the Firm

Amount

Rupees

Total Rs.

Amount of Advance Rs..... Amount Spent Rs.

Balance Rs. Remitted on

Certified that the items purchased are as required and covered by sanction.

Signature

Head of the Dept. / Section

(to be filled in by Accounts Section)

Bill of Contingent charges for the month ofB.R. No

Classification

Sanction Reference :

Passed for Adjustment of Rs.

.....

Acctt./Supdt

AR (F&A)

DR (F&A)

Registrar