

Advance Adjustment Form

Department/Section	
Name	
Designation	
Amount of advanced drawn	
In words	
Purpose	
Reference Voucher No. and date	
Certificate of proper utilization of fund. For capital items, stock entry details	
Remarks (if any)/ breakdown of expenditure (attach all bills/vouchers)	
Total amount spent	
Amount refundable	
Additional amount spent	

Signature of applicant:

Recommended by:

Date:

Deptt./Section Head

Action of Internal Audit

The vouchers and all supporting papers have been checked and found correct.

Internal Auditor

Recommendation of Treasurer's Office

The amount of Tk. _____ may be adjusted/may be paid to the applicant against the advanced drawn.

Treasurer

Action of Accounts office

The amount of _____ has been refunded by the applicant/paid to the applicant against advance amount of Tk. _____ drawn on _____.

Accounts Officer