

Eastern University

House 26, Road 5, Dhanmondi, Dhaka-1205

Application for Advance

Part - 1

To be filled by the applicant and forwarded to Accounts

| | |
|---|--|
| Department/Section | |
| Name of applicant | |
| Designation | |
| Amount requested | |
| In words | |
| Purpose (please mention in detail why, whom and for what purpose the amount is needed; for events, attach copy of budget) | |
| Date by which advance is required | |
| Date by which advance will be adjusted | |
| Remarks | |

**N.B. – If there are more than 2 (two) unadjusted advances against the applicant, no further advance will be issued against his/her name.*

Signature of applicant:

Deptt./Section Head

Date:

Part – 2

To be filled by the Accounts and Finance Office

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|--|--|
| Budget head and provision | |
| Fund already disbursed against this budget head | |
| Fund remaining in budget under this head | |
| If fund is short, from which head it could be adjusted | |

Details of unadjusted advance of the applicant (if any):

| Sl. | Amount of advance (Tk.) | Purpose | Advance taken on (Date) | Due date of submission of adjustment |
|-----|-------------------------|---------|-------------------------|--------------------------------------|
| | | | | |
| | | | | |
| | | | | |

Checked by:

(Signature and seal)

Approved by:

Treasurer

Vice Chancellor