



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी  
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI  
**FINANCE AND ACCOUNTS**

**SETTLEMENT OF TEMPORARY ADVANCE**

Phones: (Indentor's Phone No.)

**Date :**

1. Fund CODE :

2. Amount and Date of Advance :

3. Details of Expenditure

Sl. No.	Date	Items	Vendor Name	Amount
Total Expenditure				
Less Advance Drawn				
Unspent balance refunded by PI (Cheque No. _____ date _____)				
MR No and Date				
Over Expenditure to be reimbursed				

(Enclose separate sheet in the above format if necessary)

(Signature of Indentor)

Name of the Indentor :: \_\_\_\_\_

NB:

1. The settlement against advance should be submitted within a period of 30 days from the date of advance drawn
2. Enclose a copy of the approval of the advance.
3. Enclose the original cash memo/ retail invoice/ money receipt initialed by the indentor.
4. 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 HOD's signature on Stock Entry.
5. If unspent balance is to be refunded by Indentor enclose an A/c Payee cheque in favour of Registrar, IIT Guwahati.
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 of advance.**
8. **For refund by students however only cash is accepted.**

**FOR USE BY RELEVANT DEPARTMENT ONLY**

Put up for consideration.

Dealing Assistant

Approved/ Not Approved

HOD/DEAN  
(As per delegation of power)  
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DELEGATION OF FINANCIAL POWERS			
ACCOUNT HEAD	APPROVING AUTHORITY		
	HOD/HOC	DEAN(Administration)	Director
EQUIPMENT	upto ₹50,000/-	Above ₹50000/- to ₹500,000/-	Above ₹5,00,000/-
CONSUMABLES	upto ₹30,000/-	Above ₹30000/- to ₹100,000/-	Above ₹1,00,000/-
CONTINGENCY	upto ₹30,000/-	Above ₹30000/- to ₹300,000/-	Above ₹300000/-