भारतीय प्रौद्योगिकी संस्थान गुवाहाटी

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI STORES AND PURCHASE SECTION

FORM NO. SP-2M Phone:

SETTLEMENT OF TEMPORARY ADVANCE (To be submitted to S&P Section)

1.	Fund Code	. :	(New) (Old)	Head Consumable/ Conti	ngency/ Equipment	
2.	Amount.	:		Date of Advance		
3.	Details of	Expenditur	е			
	SI. No.	Date	Vendors Name	Particulars	Amount (Rs.)	
	Total Expenditure					
	Less: Advance Drawn Unspent balance refunded (Cheque Nodt/ MR No Dt) (-)					
	•	onopent bala	Over Expenditure to be reimbursed			
		(Enclose separate sheet in the above format if necessary)				

(Signature of the Applicant)

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 Drawer.
- 4. Stock entry details on the reverse side of the cash memo/ retail invoice/money receipt of the Consumables/ Equipment purchased from this advance. Drawer and HOD's signature on Stock Entry.
- 5. If unspent balance is to be refunded by Drawer, 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. For refund by students however only cash is accepted.
- 8. Certify all the purchase made above Rs.1,000.00, else enclose at least three supporting quotation.
- 9. Make sure that all purchases are made after approval of advance.

FOR USE BY CONCERNED DEPARTMENTS ONLY

Checked and found to be in order. Put up for consideration.

Dealing Assistant Approved/ Not Approved

HoD/ HoC/ REG/DEAN/ DD

FOR USE BY STORES & PURCHASE SECTION

Verified and found to be in order.

S&P Section HOS (S&P)

FOR USE BY FINANCE & ACCOUNTS SECTION

Recorded in the Budget Register.

F&A Section HOS (F&A)