

भारतीय प्रौद्योगिकी संस्थान गुवाहाटी Indian Institute of Technology Guwahati Guwahati - 781 039

GYMKHANA SETTLEMENT FORM

Budget Head: Advance was obtained by: Details of Advance: Budget Head Amount drawn (in Rupees) In figures In words	
Details of Advance: Budget Head Amount drawn (in Rupees)	
Budget Head Amount drawn (in Rupees)	
In figures In words	
Total allocated budget: Sanction Order No:	
For settling the amount all the bills in original are enclosed. Details of expenditure :	
SI. No. Description of items Vendor Name Quantity Am	ount
Total Expenditure	
Temporary Advance Drawn	
Unspent balance refunded (by Cheque/MR No dated	
Amount to be reimbursed (Enclose separate sheet in the above format if necessary)	
Certified that the items as above/as per list enclosed were required urgently and procured with prior permission. Signature of Indento Date:	r
Secretary, GS, VP, Chairman, Club: Board: SGC Board: Date: Date: Date:	
FOR USE BY STUDENTS' AFFAIRS ONLY	
Settlement for the above purpose to	
Chargeable Budget Head(s)	
Last advance yet to settle (amount and date)	
Amount recorded against	
5. Stock Entry Details	
6. Supporting Documents (SS/UC/DER/MR/Other)	
7. Remarks (if any)	

Put up for kind consideration please.

Instructions:

- 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 Permission cum Sanction Sheet.
- 3. Enclose a copy of the advance.
- 4. Enclose the original Detailed Event Report.
- 5. Enclose a Budget Utilization Certificate in the prescribed format.
- 6. Enclose the original cash memo/ retail invoice/ money receipt initialed by the Indentor.
- 7. 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 HOS's signature on Stock Entry.
- 8. Unspent balance is to be refunded by Indentor to F&A Section in Cash and enclose a copy of the Receipt.
- 9. The purchase process as placed on the webpage of S&P section (Intranet) may be followed
- 10. Make sure that all purchase are made after approval of advance.