



Dr B R Ambedkar National Institute of Technology, Jalandhar

Ref.No. _____

FORWARDING MEMO FOR RECOUPMENT OF IMPREST AMOUNT

1. Name of Department: _____
2. Name of Person to whom the imprest made: _____
3. Imprest Taken: Yes / No _____ Amount : _____
4. Detail of Bills

Sr. No.	Name of the item	Name of the Supplier/Party	Bill No.	Date	Amount(Rs.)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Grand Total					

4. Name of the Person to whom the amount is to be Paid: _____

CERTIFIED THAT :-

- i. The recurring expenditure has been made only for the purpose of consumable and other services related issues like passing of TA/DA for experts, procurement of stationery items, petty store items, local purchase of raw material for conducting experiments, rubber stamps and office seals
- ii. All the items mentioned above have been received/verified and found in good condition.
- iii. All the calculations of the enclosed bill/memos have been checked & found correct.
- iv. I _____ am personally satisfied that these goods purchased are of the requisite quality & specification & have been purchased from a reliable supplier at a reasonable price.
- v. The above mentioned expenditure is within the allocated Deptt. Budget for the year.
- vi. The repair made for equipment is not under any AMC/Warranty period.
- vii. Valid warranty certificate, wherever applicable, is enclosed.
- viii. All the items of the bills submitted herewith have been entered in Consumable Stock register, Imprest Register and also verification & stock entry have been mentioned on the Invoice /Cash Memo.
- ix. Separate Imprest Register has been maintained for hospitality related expenditure.
- x. All the original cash Memos are attached with required certification on the face of Memo.

Verified & Recommended

Encl: _____ Nos

(Signature)

Name of Dealing Assistant _____

(Signature)

Head of the Department

