



COMSATS Institute of Information Technology

Defence Road, Off Raiwind Road, Lahore

Date: _____

Approval for Work & Payment of Bill (s) Against Credit

It is submitted that the work/purchase of mentioned items has been completed for the purpose:

Sr. #	Description with purpose	Quantity	Amount (Rs.)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
Grand Total:			
In words:			

Mode of Payment: ☐ Open Cheque ☐ Cross Cheque [Please tick the relevant option]

Supplier/Person Name: NTN

Submitted by:

Signature: _____

Name: _____

Designation: _____

Recommended by

Signature _____

Name: _____

Designation: _____

[For official use only]

Internal Audit Section

Checked By: Sabahat Nisar

Signature: _____

Verified by:

Signature.....

Name.....

Designation:

Date:

Approved by:

Signature.....

Designation.....

Date.....

Cheque Proceed by:

Signature.....

Name.....

Designation:

Date.....