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**COMSATS Institute of Information Technology, Lahore**

Defence Road, Off Raiwind Road, Lahore

**Advance Adjustment Form**

Date: \_\_\_\_\_

I \_\_\_\_\_ designation \_\_\_\_\_ have taken an advance of  
Rs. \_\_\_\_\_ (in words) \_\_\_\_\_  
on account of \_\_\_\_\_

The adjustment of the same along with receipt (s) is detailed below

Sr. No	Description	Quantity	Amount (Rs.)
1			
2			
3			
4			
5			
6			
7			
Grand Total:			
(In Words):			

Submitted by: \_\_\_\_\_

Verified by HoD/Incharge

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

.....

[For official use only]

**Internal Audit Section**

Checked By : \_\_\_\_\_

Signature: \_\_\_\_\_

Advance (Rs.): \_\_\_\_\_ Expenses (Rs.): \_\_\_\_\_ Balance (Receivable/ Payable): \_\_\_\_\_

Advance adjusted by: \_\_\_\_\_ Date: \_\_\_\_\_ Reference # (if any) \_\_\_\_\_

Finalized by:

Approved by:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_