

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Statement of Accounts for Temporary Advances

Book No:..... Serial No:.....

Advance in favor of:.....
 Department /Section:.....
 Purpose for advance drawn:.....
 Date of Advance Drawn:.....
 Amount of Advance Drawn:.....
 Amount of Excess claimed:.....

Details of Balance deposited: Receipt No.....Date:.....
 Amount:.....

I also certify:

- (a) The cash purchases have been made for the items which were needed urgently and were not available in sports.
- (b) that the goods purchased have been inspected before acceptance
- (c) that the prices paid are the cheapest for the items purchased
- (d) that the items purchased have been entered in the stock register.

 (Signature of the Head of the Department)

 (Signature of the Advance Holder)

S.No.	Date	Cash Memo Receipt No.	Suppliers name and Address	Amount	Stock Register Reference Page No.

Please attach separate sheet if required