

# NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR – 795 001

Department: .....

No.NITM.2/(\_\_\_\_-.....)/\_\_\_\_\_

Date:.....

## Adjustment of Advance taken for Purchase of Goods or Services

1. Name and Designation of the Officer ..... EC: .....
- who took the advance
2. Purpose for which advance was taken .....
3. Date on which advance was taken .....Date:.....
4. Amount of Advance Drawn \ .....
5. Mode of adjustment
  - a. Receipts enclosed : .....
  - b. Cash adjusment \ .....
  - c. Due payment \

If the expenditure (Item 5(a)) exceeds the amount of advance drawn (Item 4), the difference need not be reimbursed to me.

6 A detailed statement of receipts and references to stock entry given on the reverse page

7 I, ....., am personally satisfied that these goods purchased are of requisite quality and specification and have been purchased from a reliable supplier at a reasonable price. Certificate to this effect is given in all vouchers enclosed.

- Encl: (1) Detailed list receipts .....
- (2).....receipts
- (3) Receipt No:..... Dt..... for cash refund

Date: .....

Signature

The advance taken by the Officer may be adjusted.

\_\_\_\_\_  
HOD/HOC/PI/Registrar

To  
Asst./Dy. Registrar (Finance & Accounts)

Advance adjusted/recouped vide Bill No. \_\_\_\_\_ Dated \_\_\_\_\_  
Entry in the Advance Register Page \_\_\_\_\_ Item \_\_\_\_\_ is adjusted.

\_\_\_\_\_  
Asst./Dy. Registrar  
(Finance & Accounts)