



# THAPAR UNIVERSITY, PATIALA

## FORWARDING MEMO FOR BILLS & ADJUSTMENT OF TEMPORARY ADVANCE

01. Name of Person/Party to whom the advance payment made \_\_\_\_\_
02. Advance taken Yes/No Dated \_\_\_\_\_ Amount Rs. \_\_\_\_\_  
 Unspent Balance Deposit R. No. \_\_\_\_\_ Dated \_\_\_\_\_ Amount Rs. \_\_\_\_\_

03. Detail of Bills

S.No.	Bill No.	Date	Name of Supplier	Amount Rs.
<b>TOTAL</b>				

04. Balance Amount Payable or Recoverable Rs. \_\_\_\_\_
05. Mention if the bills are to be passed for **PAYMENT / ADJUSTMENT**
06. Name of Person/Party to whom the Balance amount is to paid \_\_\_\_\_
07. Indicate Chargeable Head \_\_\_\_\_  
(If heads are more than one then prepare summary on separate sheet giving details of head-wise expenses)
08. Have you got the necessary entries from Central Store ? (Yes/No/Not Applicable)

**CERTIFIED**

- \* that prior sanction/approval of the competent authority was taken for the expenditure and copy of the same is attached herewith.
- \* that the rates have been verified and as recommended in the comparative statement/ are lowest as available in the market.
- \* the photocopier of comparative statement of the quotations of genuine suppliers duly attest/ approved/pre-audited are attached herewith.

Verified & Recommended

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

SIGNATURE \_\_\_\_\_  
 Name of concerned Official \_\_\_\_\_ (Signature)  
 Deptt./School/Section/Unit \_\_\_\_\_ (Head, Deptt.)

**SPACE FOR USE IN ACCOUNT SECTION**

Remarks \_\_\_\_\_ Bill Checked & Pass for Rs. \_\_\_\_\_  
 \_\_\_\_\_ (Rupees \_\_\_\_\_)  
 \_\_\_\_\_ )  
 Chargeable Head : \_\_\_\_\_

Checked by    A R (IAC)    D R (F&A)    Checked by A.R(IAC) DR(F&A) Approved  
Auth. Signatory