

THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY, 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. |
|-------|----------|------|------------------|------------|
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| | | | | |
| | | | TOTAL | |

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