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|  | **Indian Institute of Technology Jodhpur** **Centre for Continuing Education** |

Form No. 04

**Statement of Accounts for Settlement of Temporary Advance**

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| --- | --- | --- |
| **S No** | **Content** | **Details** |
|  | Course Account No. : |  |
|  | Name of advance holder : |  |
|  | PF No : |  |
|  | Department/Section : |  |
|  | Type of Advance : | Contingency / TA |
|  | Amount of advance : |  |
|  | Excess amount claimed / Balance deposited : (+/-) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Bill No.** | **Bill date** | **Party Name** | **Description of Goods and Services** | **Total Value of Bill** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| **Total Amount** | | | | |  |

|  |
| --- |
| ***I hereby certify that:***  **1)** Cash purchases were made for the items that were needed urgently and were not available in stores.  **2)** Goods purchased were inspected before acceptance.  **3)** Prices paid are the cheapest  **4)** Items purchased are entered in the Stock Register.  ***5)*** Above mentioned expenses are only for course purposes which are not being claimed for reimbursement from anywhere else.  ***I agree on following rules & conditions*:**  **1) Original invoice with a copy of GST No. & PAN is attached herewith.** |

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| **Signature of Advance Holder** | **Signature of Course Coordinator** |

**For CCE Office Use Only**

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| **Sr No** | **Content** | | **Details** |
| 1 | Advance Drawn | |  |
| 2 | Expenditure made | |  |
| 3 | Excess Amount Claimed | |  |
| 4 | Balance Deposited in CCE office | |  |
| 5 | Cheque / Book No. & Date | |  |
| 6 | Passed for adjustment | |  |
| 7 | Pay Excess Claim of | |  |
| **Assistant** | | **Superintendent** | **PIC, CCE** |