



SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL
(An Institute of National Importance created by an Act of Parliament)

Office of the Dean – Research and Development

ADVANCE SETTLEMENT FORM

Date.....

Project Name : _____ Balance As On Date _____

Advance in Favor of: _____

Purpose for which advance drawn: _____

Amount of Advance: _____

Amount of Expenses: _____

Amount of Excess Claimed: _____

Balance Deposited: _____

(If applicable)

I hereby certify that the:

- (a) Cash purchase has been made for the items which were needed urgently and were not available in stores.
- (b) Goods have been inspected before acceptance.
- (c) Prices paid are lowest, and
- (d) Items have been duly entered in the stock register.

Signature of Advance
Holder

PI

Dean – R & D

Director

Payment Voucher (office use only)

Vr. No.dt.

Account Head

Drawn Vide: Cash/Cheque No. _____ Dt _____ Amount.....

Accountant

Section Officer

Deputy Registrar

Registrar