

ADVANCE REQUISITION NOTE

01. Name:	
02. Designation:	
03. Department	
04. Amount Required:	
05. Purpose:	
06. Previous Advance taken:	
i. Amount:	
ii. Date:	
iii. Purpose:	
iv. Settled/Not settled:	

I hereby guarantee the settlement of this advance by submission of the necessary documents within **two weeks** from the dates of the releasing the advance. In the events of my failure to settle within two weeks, I hereby give my consent to recover the money from my salary/ UPF as appropriate.

Estimate:

Details	Amount

Date :

.....

Applicant's Signature

Office Use Only

Approved/Not approved

Advance Rs:.....

Previous advance Rs:

Settlement Rs:

.....
Bursar/Registrar/Dean/VC

Settle/Not Settled:

Date :

Subject Clerk:.....

Checked by:.....

Note : Supporting document should be attached

.....
Asst. / Snr. Asst. / Bursar
Date: