

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY
LONGOWAL

RECOUPMENT OF IMPREST

Name of Imprest Holder..... Designation

Sanctioned amount of Imprest Rs.

Sr. No.			Debit	Credit	Chargeable Head of Account
			Expenditure incurred	Amount in Rupees	
	Opening Cash Balance in Hand				
	Cheque Received against the Previous Recoupment		Ch. No..... Dated.....		
	Expenditure Incurred Through				
	Bill No.	Dated			
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
	Total incurred Expenditure Rs.				
	Closing Cash Balance in Hand Rs.				
	Total Amount Rs.				

Signature with date:

Name & Designation:

SB A/c No.:

Nota Bene:

1. Administrative Approval for purchase of above items is attached. Yes / No
2. Summary of Expenditure incurred under various Head of A/Cs is given on overleaf
3. Recommended and forwarded for recoupment of Rs.

Seal with Name & Signature of HOD

Dy. Registrar (A&A)

SUMMARY OF EXPENDITURE INCURRED UNDER VARIOUS HEAD OF ACCOUNT

1.	2.	3.	4.	5.	6.	7.	8.	9.	10	Sr. No. of Bill
										Consumable
										Non-Consumable
										Office equipments (NC/C)
										TA & DA
										POL
										Hospitality
										Telephone and Telegram
										Printing & Stationary
										miscellaneous
Total										Total

Signature of Imprest Holder