

SANT LONGOWAL INSTITUTE OF ENGG. & TECH., LONGOWAL

RECOUPMENT OF IMPREST

NAME OF IMPEREST HOLDER :

SANCTIONED AMOUNT OF IMPEREST :

PREVIOUS CASH IN HAND :

CASH RECEIVED/RECOUPED :

TOTAL CASH IN HAND :

S.No.	Bill No.	Date	Name of Party	Purpose	Amount
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
TOTAL EXPENDITURE					
CLOSING BALANCE					

Signature with date.....
Name & Designation:

Recommended for recoupment of Rs. (Rs.)

HEAD OF DEPTT.

SUMMARY OF EXPENDITURE INCURRED UNDER VARIOUS HEAD OF ACCOUNTS

Sr.No. of Bill	R&M	Consumable	Non-Consumable	Office equipments (NC/C)	TA & DA	TA Payments to Experts	Hospitality	Telephone & Telegram	Printing & Stationery	Miscellaneous	Total
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
13.											
14.											
15.											
16.											
17.											
18.											
19.											
20.											
Total											

Signature of Imprest Holder