

**SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY, LONGOWAL  
ADJUSTMENT / FURTHER PAYMENT OF TEMPORARY ADVANCE**

Name of Advance Holder.....Designation.....

Sanctioned Amount Rs.....Date of Sanction.....Purpose.....

Sr. No.	Name of Party	Bill No.	Date	Brief Description of item purchase	Chargeable Head of Account	Expenditure Incurred (Rs.)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total Expenditure						
Balance Amount, deposited vide Receipt No..... Dated.....						
Total						

Signature of Advance Holder with Date

**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 adjustment of advance for Rs.....with a further payment Rs.....

Seal with Name & Signature of H.O.D.

**SUMMARY OF EXPENDITURE INCURRED UNDER VARIOUS HEAD OF ACCOUNTS**

Sr. No. of Bill	Annual Day Celebration	Convocation Exp.	Entertainment Expenses	Examination /Academic Expenses	Dept. of (.....) (Consumable/Non –Cons.)	Hospitality Expenses	..... Insurance	Journals / Magazine Exp.	LTC Expenses	Member Ship Fee	National & International Conference / F.A for STC	Postage & Telegram Exp.	Printing & Stationery	Repair & Maintenance of (.....)	Seminar / Conference	Sports & Extra Curriculum Activity	TA/DA			<b>Grand Total</b>
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
Total																				

Signature of Advance Holder with Date