



INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE - 247667

REQUEST FOR ADVANCE ADJUSTMENT

1.	Name	
2.	Employee No.	
3.	Designation	
4.	Department	
5.	Purchase order no.	
6.	Account booking code/Budget code/Project code	
7.	Vendor name	
8.	Details of advance against B.G/FD	
9.	Amount of advance	
10.	Details of adjustment	
11.	Any other charges	-

INSTRUCTIONS FOR ADJUSTMENT OF ADVANCE

(Mark the tick for the following)

- All original bills are enclosed. (✓)
- All vouchers are duly certified. (✓)
- Recommended & verified by HOD/PI. (✓)
- Necessary LPC approval is enclosed. (✕)
- Admin approval for advance sanction is enclosed. (✓)
- Advance adjustment within prescribed time limit. (✕)

(Signature)

(Recommendation of the head of the department)

SPACE FOR FINANCE/SRIC/PAYING AUTHORITY