Form No.10

भारतीय प्रौद्योगिकी संस्थान
काशी हिन्दू विश्वविद्यालय

INDIAN INSTITUTE OF TECHNOLOGY
BANARAS HINDU UNIVERSITY

BILL FOR RECOUPMENT OF IMPREST BY FINANCE SECTION

Bill No. & Date: _____

Name of Department: _____

Imprest Voucher No.: _____

Amount of Imprest Rs. _____

Amount Budgeted Rs: _____

Diary Voucher No. with date: _____

Major Budget Head: _____

Minor Budget Head: _____

Name of Recipient: _____

_____

Date	Particulars	Amount		Remarks
		Rs.	P.	
	Total			

On account of recoupment of imprest voucher Nos._____ to _____ dated _____ debitable to_____

1) Certified that the expenditure charged in this bill could not with due regard to the interest of works, be avoided.
2) Certified that to best of my knowledge and belief the payment entered in this bill have duly made to the parties entitled to receive.
3) Certified that the expenditure incurred under Voucher No._____ for Rs._____ was incurred actually for the department under orders and that voucher begs an initial in token thereof. The articles purchased under Voucher No. _____have been correctly received and entered in the appropriate Stock Books on the page noted on the respective vouchers.

Forwarded for payment of Rs. (in words) _____.

Dated: _____

Drawer of the bill

(For use in Finance Section)

Checked and found correct in all respects

S.O./A.R./D.R.

Passed for Payment of Rs._____
(in words) _____

Section Officer / Assistant Registrar / Deputy Registrar

Paid Rupees (in words)
_____

Cashier

Received payment by Credit to my Imprest account with the Bank

Head of the Office

Dated: _____