International Institute for Population Sciences

FINAL SETTLEMENT OF RECOVERABLE ADVANCE / IMPREST ADVANCE

Sl.	Contents		Details
1.	**Name of Officer Drawn Advance**	:-	
2.	**Purpose of Advance Drawn**	:-	
3.	**Details of Advances**	:-	Advance Holding No. (Given by A/C section) :- Date :-
			Advance Amount in Rs. :-

4. Summary of bills / invoices attached for settlement of advance.

Sl. No.	Invoice / Bill No.	Invoice / Bill Date	Particulars (Vendor Name)	Amount
Total Expenditure				
Total amount of Advance				
Balance Amount Receivable / Payable				

Above Total Expenditure of Rs. _____ may kindly be sanctioned.
The said expenditure incurred against advance of Rs. _____.

Sign of Employee _____

Date: **Name of Employee & Designation** _____

Checked by : **Accountant** **Jr. Account Officer** **Assistant Finance Officer**

Advance settled by Cash voucher No. Date