

Jaypee University of Information Technology, Waknaghat

(Set up by Jaiprakash Sewa Sansthan)

Dated.....

APPLICATION FOR IMPREST ADVANCE

Name

Designation

Department

Purpose

Amount Required Rs. (Rupees
.....)

Approx. Date by which account shall be rendered

Amount Outstanding Rs. taken on is yet to be rendered by me/

Has already been rendered by me on.....

Controlling Officer Applicant

Cashier please pay Rs. (Rupees)

Finance Officer

(FOR USE IN ACCOUNTS DEPARTMENT)

Amount paid Rs. (Rupees)

By Cash/Cheque/D.D. No.....Dt.Vide Voucher

No Dt

Cashier/Accountant