

Name and Designation :  
Dept./Section :  
Purpose of Advance Drawn, if any :

<b>Imprest/Advance drawn, if any</b>	:
<b>Total Expenditure Incurred</b>	:
<b>Unspent Balance refundable*/Excess expdr. reimbursable</b>	:

*\*The unspent balance should be refunded forthwith and the Money Receipt issued by the Finance Office is to be enclosed with the Statement/Vouchers. Imprestholders, however, need not to refund the unspent balance, which is to be adjusted at the closure of a financial year.*