

Request for Advance

Date:

Kindly sanction an advance of **Rs.**
(in words**)** for meeting
expenditure of

Signature:

Full Name:

Designation:

IAO

AR (F)

DR (F&A)

SANCTIONED

DIRECTOR

Pay Rs. (In words Rs.)

Paid Vide Cheque no.: Dated A/c no.

Entered in Advance Register

at Sl. No.

Signature & Date

DR (F&A)

DR (A)

Received Cheque / Cash

Signature & Date