



DEPARTMENT OF ELECTRICAL ENGINEERING

Indian Institute of Science, Bangalore – 560012

REQUEST FOR CASH ADVANCE			
1. Dept. of Electrical Engineering	Dept. Code No. EE/	Adv. Sl. No: Dated:	
2. HEAD OF DEBIT IN FULL:			
3. Amount of Advance Required : Rupees in (words):		Rs.	
Financial Controller W/c		Date:	
Kindly advance the above sum at the earliest. Necessary vouchers for the expenditure will be produced in due course.			
_____ Staff Member		CHAIRMAN DEPARTMENT OF ELECTRICAL ENGINEERING	
COMMITTING NOTING		BILLS SECTION	
UNIT	LEDGER FOLIO NO.	INITIALS	ADVANCE REGISTER
			Vol. No.
			Page No.
			Item No.

MEMO FOR PAYMENT

Head of Debit _____

Dept. Code No. _____

Account Code No. _____

Pay in Cash Rs. _____ (Rupees) _____

Cash Section

Voucher No. _____

DATE:

ASSISTANT

SUPERINTENDENT

ACCOUNTS OFFICER

NOTE: 1) Please produce Receipt Cum Authorisation signed by the Chairman of the Dept. for collecting cash.

2) Accounts for this advance are to be rendered within 15 days from the date of drawal.