



Advance Clearance Form

Indian Institute of Technology Kanpur

ANTARAGNI



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|--|--|----------------------|--|-----------------------|--|
| Name of Financial Head: | | Reimbursement | | Vendor Payment | |
| Name of respective Core Team Member | | | | | |
| Roll No. | | Contact no. | | | |
| Reimbursement to be made in the Name of | | | | | |
| Bank Name & A/C Number | | | | | |

- In case of expenditure below ₹25,000: "I am personally satisfied that these goods purchased are of the requisite quality and purchased from a reliable supplier at a reasonable price "
- In case of expenditure above ₹25,000 and below ₹2, 50,000 The LPC form has to be attached along with this form.

| Date | Bill /VR. No | Brief Particulars of Transaction | Amount (In ₹) |
|------|--------------|----------------------------------|---------------|
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| | | | |
| | | Total: | |

To be filled by Finance Convener/ Finance Committee Member:

| Date of Advance: | Amount of Advance Taken: | Expenditure Incurred: | Balance of Advance: |
|---------------------|--------------------------|-------------------------|--------------------------|
| | | | |
| Balance in Head: | Balance in Festival: | Verified for ₹: | Remarks (if any): |
| | | | |
| | | | |
| Head Finance | Gymkhana Office | Finance Convener | Festival Chairman |