| **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** |