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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:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Balance in Head** | **Balance in Festival** | **Verified for ₹:** | **Remarks (if any):** |
|  |  |  |  |
|  |  |  |  |
| **Head Finance** | **Gymkhana Office** | **Finance Convener** | **Festival Chairman** |