

VR.No. \_\_\_\_\_

Date: 12/10/2022

Advance No. \_\_\_\_\_

## MIT School of Distance Education

### ADVANCE REQUISITION NOTE

Please pay INR. \_\_\_\_\_/- to Shri./Smt. Rashmi Deshmukh as an advance for the purpose of Employee Engagement- MITSDE staff

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Signature \_\_\_\_\_

**Director**

Advance of Rs. \_\_\_\_\_ is sanctioned

**Received Advance  
(Signature)**

**Executive Director**

Expenditure incurred Rs. \_\_\_\_\_

Signature of Receiver

Balance Rs. \_\_\_\_\_

Amount receivable

Date of Clearance \_\_\_\_\_

In excess of advance Rs. \_\_\_\_\_

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ADVANCE CLEARANCE STATEMENT

Name : \_\_\_\_\_

ARN No. \_\_\_\_\_

VR.No. \_\_\_\_\_

The details of expenditure from the amount of advance are as follow

a) Amount of advance Rs. \_\_\_\_\_

b) Expenditure incurred Rs. \_\_\_\_\_

c) Balance Rs. \_\_\_\_\_

d) Amount paid in excess of Advance Rs. \_\_\_\_\_

**Accounts Officer**

**Cashier**