

## **COTTON UNIVERSITY**

Panbazar, Guwahati, Assam-781001

www.cottonuniversity.ac.in :: 0361-2733530 :: registrar@cottonuniversity.ac.in

(Advance Settlement Form)

То	
The Registrar,	
Cotton University,	
Guwahati-781001.	
Subject: -	

## **Statement of Expenditure**

<u>Date</u>	Received	<u>Amount</u>	<u>Date</u>	<u>Expenditure</u>	<u>Amount</u>
Excess Expendit			Unspent Balance	e (if any)	
	Total			Total	
Remarks:			<u> </u>		

(Note:-Attached additional Sheet if required)

Signature of Indenter

(Refer guidelines for Advance Settlement)

## **Guidelines for Advance Settlement.**

- (1) All vouchers need to be duly endorsed by the concerned person with seal and signature.
- (2) For any payment of **Rs 5,000/-** and above in cash Revenue Stamp of Re1 need to be affix in cash memo/money receipt.
- (3) For any advance drawn for specific purpose or event of the university, vouchers along with Statement of Expenditure to be submitted within **15(Fifteen)** days from the date of completion of event/purpose to the Finance Deptt. duly authorised by the competent authority.
- (4) Purchase of any item of Non-Consumable nature need to intimate to the **Stores & Purchase Deptt.** for necessary record in the stock registrar.
- (5) For reimbursement of Air Ticket bill(s) of any guest boarding pass need to be attached.
- (6) As per Govt. Guidelines GST invoice is required for every purchase(s).
- (7) For TA Claim of any guest will be as per Govt. of Assam TA Rules. Also use separate TA Claim Form for payment.
- (8) For any unspent amount, please issue a cheque in favour of Cotton University.

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