

Indian Institute of Management Raipur

Requisition for Advance

Name of Person requesting :

Designation :

Recommended by :

Purpose of Advance :

Required Amount :

Remarks :

I hereby agree to settle the advance within 3 weeks from the date of drawn of advance.

Date:

Signature

An advance for Rs.is
sanctioned in the name of Mr. /Dr.
.....out imprest.

Date:

Authorized signatory
CAO

To ,
Account/ Finance dept.

RECEIPT

I have received an amount of Rs. -----
from Finance & Account Section through in cash /cheque No. -----Dated-----

Date:

Signature