

# 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.

Recommended by: CAO/HOD/Dean (Academics)

Date:

Authorized signatory  
(Director)

To,  
Finance/ Accounts dept.

## RECEIPT

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

Date:

Signature

.....