

ADVANCE REQUEST FORM

Name of Organization:

Address:- Rathinam Techzone Campus, Pollachi Main Road, Coimbatore

Department :

Date :

Sr. No.	Description	Amount

Total : In words

Submitted by Name :

Signature :

Department :

Authorized By

Approved By

Budgeting Heads

1. Salary	8. Conveyance	14. Internet & Telephone & Mobile	21. Admission Expenses	27. Rent
2. Admission – Consultancy / Prof Charges	9. Bonus (PLI)	15. Postal & Courier	22. Research	28. Material Reimbursement
3. Power, EB, Diesel	10. Rewards & Recognition	16. Promotion & Marketing	23. Infrastructure	29. CAPEX (UP to Rs.10000)
4. Print & Stationary	11. Insurance	17. Library Books & Journals	24. Exam / Practical & Theory	30. Repair & Maintenance
5. Liasoning, Regulatory Fee	12. Refreshment	18. Placement Training	25. Sports	31. House Keeping & Security
6. Events & Functions	13. Lab Consumables	19. IT Infra & Lab Maintenance	26. OD Interest	32. Management Salary
7. FDP / GLP & FDP		20. Technology Upgradation		33. Transport Expenditure

Inventory / Non Inventory
Tick) (Pls

Forwarded to : Purchase Dept / Work Order (Project)
(Pls Tick)

Budget Tracking Purpose

Budget H No	Allotted Budget	Available Budget (current status)	Advance Amount Received' (Approved)	Entered & Verified Signature of Unit Head
				Signature:

For Accounts Department use :-

Date of entry passed:-

Initial:-

Dr:

Cr: