

OPERATING EXPENSES PAYMENT APPROVAL FORM

Division: RCAS / RTC / RIM / Other Division **Rev : Opex/21 -09.17**

Address:- Rathinam Techzone Campus, Pollachi Main Road, Coimbatore **Serial No:**

Advance Request / Settlement Process (Pls tick)

Department : _____ **Date :**

Sr. No.	Description	Amount

Total : In words _____

Submitted by :	Name: _____	Signature :
	Department: _____	

Authorized By	Approved By
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Budgeting Heads:

1) Asset Purchase (Less Than 10,000)	9) Incidental Revenue Sharing	17) Library Books & Journals	25) Rent
2) Consultancy/Ref Charges	10) Depreciation	18) Material and Reimbursement Expenses	26) Repairs & Maintenance Expenses
3) Events and Functions	11) Group Insurance	19) Placement Training Expenses	27) Management Scholarship
4) Exam, Practical & Theory	12) OD Interest	20) Postages & Courier Expenses	28) Salary
5) FDP / GLP & SDP	13) Internet, Telephone & Mobile	21) Power, Eb and Diesel	29) Sports
6) Festival Vouchers & Rewards(HRD)	14) IT Infra & Computer Lab Maint	22) Printing and Stationary	30) Technology Upgradation
7) H.O.Charges	15) Lab Consumables & Maintenance	23) Promotion, Marketing & Admission	31) Transport Expenditure
8) House Keeping & Security	16) Liasoning and Regulatory Fees	24) Refreshment Expenses	32) Travel and Conveyance

Note: Quotations and Work order are mandatory for any Expenses more than Rs.5000/-

(Not applicable for Advance Request)		Purchase Order (P.O.) / (W.O) Work Order (Project)	
Inventory / Non Inventory (Pls Tick)		(Pls Tick)	
ERP Inventory no: _____	Signature	PO/ WO	No: _____
Fixed Assets Journal no: _____	Signature		Value Rs. _____

Budget Tracking Purpose

Budget H No	Allotted Budget	Available Budget (current status)	Advance Received	Amount Spent (Actual Exp.)	Current Balance = (Available budget - Amount spent)	Entered By Unit Head and Verified By A/C Dept.

For Accounts Department use :-

The Opex form entries and supporting documents / bills are verified

Date: _____ **Verified by. (Signature with name)**

