

JADAVPUR UNIVERSITY
STATEMENT OF EXPENDITURE

To,
The Nodal Officer Finance
TEQIP Phase - III
Jadavpur University
Kolkata - 700 032

Name of The Student / Teacher:

Purpose of Visit:

Place of Visit :

Date of visit:

Head of Account _____ Activity _____

Please find herewith the details of Cash Memos / Receipts for Rs. _____ (Rupees in words) _____

_____ For Reimbursement / Adjustment, which has been spend for the programme.

SL NO	DATE	FROM	TO	MODE OF TRANSPORT/ OTHERS	AMOUNT
1					-
2					
3					
4					
5					
6					
					-

Use overleaf, if required:

Total Rs.....

Net Payable Rs.

DECLARATION

I declare that the expenditure has been incurred by me for the purpose for which the advance was drawn / is to be reimbursed.

Signature of payee.....

Approved by

Designation.....

Coordinator/ Nodal Officer

Date:.....

FOR OFFICE USE ONLY

Head of Expenditure:

The statement has been checked with Receipts & Cash Memo and found to be in order for sanction of Rs..... (Rupees.....). Net amount payable :

Entred by

Checked by

Sanctioned

Dealing Assistant

Superintendent

Finance Officer

Payable to

Received the amount of Rs..

Paid by

Signature of the payee

Dealing Assistant/ Cashier