|  |  |
| --- | --- |
|  | **Indian Institute of Technology Hyderabad**  Kandi -502285 , Telangana, India |



**Statement of Accounts Imprest 2011 - 2012**



Name of the Imprest Holder : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Imprest Advance No.

Entered in Stock Ledger

Department : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Imprest Amount Sanctioned of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Bills Submitted of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Balance Cash of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *S.No.* | *Date* | *Cash Memo No.* | *Name of the Firm* | *Details of Expenditure* | *Quantity* | *Rate* | *Amount (Rs.)* |
| 01 |  |  |  |  |  |  |  |
| 02 |  |  |  |  |  |  |  |
| 03 |  |  |  |  |  |  |  |
| 04 |  |  |  |  |  |  |  |
| 05 |  |  |  |  |  |  |  |
| 06 |  |  |  |  |  |  |  |
| 07 |  |  |  |  |  |  |  |
| 08 |  |  |  |  |  |  |  |
| 09 |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |
| **Vouchers submitted for recoupment of Total Rs.** | | | | | | |  |
| (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_only) | | | | | | | |

**Signature of Imprest Holder**

The above statement is verified

**Dealing Assistant Deputy. Registrar (F&A) DDO**

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**Bank Name & Branch :**

**Bank Account Number :**

**IFSC Code :**