
Govt. College of Engineering, Aurangabad
REQUISITION FOR ADVANCE

Submitted,

Date :.....

I have to request you to grant an advance of Rs..... only,
as per particulars given below, I shall submit the accounts with relavant vouchers,

WITHIN 3 DAYS

1. Purpose for which advance is required :
2. Recr / Non-Recurring / Non-Government grant :
3. Whether previous advance is still
outstanding, if so pl, quote probable
date of settlement & why outstanding :

Name..... Deptt.....

I hereby authorise Shri..... Designation.....

to receive the advance of Rs.....only.

Sanctioned.

PRINCIPAL

Signature

Receiver's Signature