



DEEN DAYAL UPADHYAYA COLLEGE
(UNIVERSITY OF DELHI)

ADVANCE / IMPREST FORM

1. Name of the person applying for advance/imprest
2. Applying in which Capacity
3. Amount of advance / imprest required Rs.(Rupees.....)
4. Purpose of advance / imprest
5. Details of the previous advance if already taken
6. Reason for not rendering the A/c of the previous advance

Date :

Signature of the applicant

(FOR OFFICE USE)

Sanction Rs.(Rupees)
as advance / imprest for the above mentioned purpose under the Budget Head

PRINCIPAL

Passed for payment of Rs..... (Rupees.....)
.....)vide cheque No. dt

SECTION OFFICER (A/CS)

ADMN. OFFICER

BURSAR

PRINCIPAL

Received a sum of Rs.....(Rupees
.....) vide cheque No. dt.....

Signature of Applicant

NOTE : Account must be rendered within 15 days from the date of receipt.

Signature of Applicant