

MOTILAL NEHRU COLLEGE

(University of Delhi)

Benito Juarez Marg, New Delhi-110021

General fund payment voucher No. Cheque No. Dated

**SUBJECT - RE IMBURSEMENT OF PETTY CASH IMPREST
DEPARTMENT-CHEMISTRY/PHYSICS/COMP.SCIENCE/LIBRARY/OFFICE**

A sum of Rs. _____ (Rupees _____)
has been spent vide Voucher No. _____ to _____ as per details given below.

P A R T I C U L A R S				
S.No.	NAME OF THE FIRM	BILL NO.	DATE OF PURCHASE	AMOUNT Rs. P.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Kindly re-imburse the amount

Verified & Recommended for
Re-imburement

Expenditure app

Dealing Asstt.

Teacher-in-Charge/Librarian/S.O.

A.O.

PRIN

(FOR USE IN ACCOUNTS BRANCH)

Debit to consumable Physics/Chemistry/Comp. Science/Library and Reading room expenses & office expenses re-imbursed as Petty cash imprest to Sh./Mrs./Ms. _____

Assistant

Section Officer

Administrative Officer

Bursar

Prin

RECEIPT

Received a Cheque for Rs. _____ dated _____