



POORNIMA UNIVERSITY

(Estd. by Rajasthan State Legislature vide Act No. 16/2012 & Recognized under Section 22 (1) of UGC Act 1956)



CASH ADVANCE REQUISITION SLIP

Name: _____ Designation: _____ Date: _____
Emp. Code: _____
Department: _____ School: _____

Norms of advance :

1). I will submit authentic bill for every expense carried out ; 2). The imprest will be adjusted before _____, if not settled within given time it may be transferred /treated as personal advance and may be deducted from salary

Sir, Kindly provide sum of Rs. _____ (in words) _____
as an Advance against My: SALARY ACCOUNT IMPREST for the purpose of: _____

Signature of Applicant

Approved Rs. _____ (in words) _____ as an imprest, to be adjusted on or before _____ (Date)		
CF & AO	Registrar	Provost



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