CE III

**REQUISTION FORM FOR SETTLEMENT THROUGH IMPREST (Stationeries)**

Ref No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To,

The Head of the Department

Department of Civil Engineering

NIT Meghalaya

**Subject: Requisition of Stationeries**

Sir,

With reference to the subject, I the undersign would like to request for the following for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl No** | **Particular** | **Quantity** | **Estimated Price (INR)** | **Remarks & Justification** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
|  | **Total estimated amount (INR)** | |  |  |

Put up for your kind consideration

Indenter Approve/ not approve (HOD)

|  |  |  |  |
| --- | --- | --- | --- |
| **For use of Office of HoD** | | | |
| **Settlement of Expenses Incurred** | | | |
| **Voucher/ Cash memo details** | | | |
| **Sl No** | **Voucher/ Cash memo details** | **Amount (INR)** | **Remarks** |
| 1. |  |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| **Total Amount (INR)** | |  |
| In words\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

**After settlement of all the vouchers/ cash memos through imprest I, the undersigned have received the total amount as mentioned.**

Name:

Designation: Signature with date