

FORM: VSSUT/SRIC/05J (P-1)
SRIC: STANDARD OPERATING MANUAL-2019



No. VSSUT/ / /20

Date:

UTILIZATION OF IMPREST CASH

1. "Head of Account" Recurring (sub head: Contingency)
2. Name of Funding Agency:
3. Scheme of Project Grant:
4. Project Title:
5. Sanction Order No. and Date:
6. Name of Principal Investigator (PI):
7. Department:
8. Total Amount of Approved Grant ₹
9. Total Approved Amount under Recurring ₹
10. Total Amount of Imprest Taken Amount ₹10,000.00; Date:
11. Amount Spent as per the Vouchers Attached ₹
12. Details of deposit of Unspent Amount Amount ₹ ; Receipt No: ; Date:

This is certified that the expenditure as claimed in #11 above has been incurred to meet the small and casual expenses for the project. Recommended for pass and payment for adjustment from the Project grant.

Principal Investigator

Co-Investigator

Head of the Department

FOR SRIC OFFICE USE ONLY

Remarks: Verified the details mentioned above and found satisfactory. Recorded in the project file no:

Dealing Assistant

Associate to Dean (SRIC)

Approved by Vice-chancellor on Date:

Submitted for pass and payment of the amount:

Under ₹	Passed for payment of ₹	(Rupees	
only) and Paid vide Cheque No.	Date:	Voucher no.	Entered in cash book page No.
RTGS/NEFT UTIR No.	Date:	of Bank Name:	

Dealing Assistant

Comptroller of Finance

FORM: VSSUT/SRIC/05J (P-2)
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**DETAILS OF EXPENDITURE FROM IMPREST CASH
OUT OF RECURRING HEAD**

This is certified that the expenditure for purchase as mentioned below has been made to meet the exigency requirement of the project. The vouchers are paid by the Principal Investigator. The equipment/materials are received in good condition and entered in to the stock ledger/book as mentioned below.

Sl. No.	<i>Details of items/material with detail specification</i>	<i>Cash Memo No. with Date</i>	<i>Amount (₹)</i>	<i>Stock Book No. & page no.</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.	Total Amount (₹)			
	Total Amount in words (Rupees)			

Principal Investigator

Co-Investigator

Head of the Department

(NB: Attach extra sheets if necessary)