

Faculty of Engineering
University of Jaffna

Bursar

Though: Dean Engineering

Request for Supplies Advance

1. Name of the Dept:

2. Amount Requested:

3. Purpose:

4. Break down of the expenditure:

Nature of items

Amount

5. Whether supplies advance obtained previously, if so - not applicable

a.amount

b.date:

c.purpose:

d.whether settled/not settled

I undertake to settle the above supplies advance within seven days.

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.....
Name of the applicant

Date

Supplies advance approved

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Head of the Department /Engineering

.....

Date

Faculty of Engineering
University of Jaffna

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Bursar

Through: Actg Dean/Engineering

Request for Supplies Advance

1. Name of the Dept:
2. Amount Requested:
3. Purpose:

4. Break down of the expenditure:

<u>Nature of items</u>	<u>Amount</u>
Morning Refreshment	Rs.
Lunch	Rs.
Hall Charge	Rs.

5. Whether supplies advance obtained previously, if so - not applicable
 - a.amount
 - b.date:
 - c.purpose:
 - d.whether settled/not settled

I undertake to settle the above supplies advance within seven days.

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AR/Engineering

Date

Supplies advance approved

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Actg. Dean/Engineering

.....

Date

Faculty of Engineering
University of Jaffna

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Bursar,
University of Jaffna.

Request for Supplies Advance

1. Name of the Dept:
2. Amount Requested:
3. Purpose:
4. Break down of the expenditure:

Nature of items

Amount

Expenditure	No.	Unit cost	Expected from the University
Final Year students Posters			
Refreshment			
Lunch for resource persons (10 numbers)			
Event Arrangement and decoration			
Sound system hire			
Souvenir shield			
IESL Student membership application processing fee			
Total			

5. Whether supplies advance obtained previously, if so - not applicable
- a.amount
 - b.date:
 - c.purpose:
 - d.whether settled/not settled

I undertake to settle the above supplies advance within seven days.

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Dean/Engineering

Date

Supplies advance approved

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Vice chancellor

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Date

Faculty of Engineering
University of Jaffna

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Bursar

Request for Supplies Advance

1. Name of the Dept:
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3. Purpose:

4. Break down of the expenditure:

Nature of items

Amount

5. Whether supplies advance obtained previously, if so - not applicable
 - a.amount
 - b.date:
 - c.purpose:
 - d.whether settled/not settled

I undertake to settle the above supplies advance within seven days.

.....

AR/Engineering

Date

Supplies advance approved

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Actg. Dean/Engineering

.....

Date