UNIVERSITY INSTITUTE OF ENGINEERING AND TECHNOLOGY
PANJAB UNIVERSITY, CHANDIGARH

Form 7: ADVANCE FOR APPROVED EVENT

Organizing Committee: _____
Organizing Sub-Committee: _____
Faculty/Teacher Incharge: _____
Name of the Event: _____
Date & Time: _____

Venue: **Within Panjab University/ Outside Panjab University**

Name of the Venue _____
_____

Other Source of Funds, if any (sponsorships) _____

Total expected expenditure as per approved budget of UTECHNOS. _____
*no funds for prizes
Advance 30% of total budget _____

Sanctioned Amount (Rs) _____

Advance Requested (Rs) _____

Name of Teacher In-charge / Authorised Recipient _____

Bank / Payment Details, if required _____

Purpose of Advance _____

Expected Date of Adjustment _____
_____

Declaration: The advance shall be used only for the sanctioned activity. All original bills, invoices, receipts and supporting documents shall be submitted for adjustment within the prescribed period. Any unspent amount shall be returned/adjusted as applicable.

I will be responsible for submission of report of the event/ activity.

Signature of Student convenor with date
Name: _____ Roll No.: _____ class : _____
Mobile no. _____

The information furnished above is correct to best of my knowledge and I approve the same.

Signature Teacher Incharge

Coordinator (if applicable)

UTECHNOS Incharge

Director

General instructions: No expenditure should be incurred before the required approvals are obtained. The sanctioned amount shall be used only for the approved purpose. Original bills/invoices, attendance/participation records and a completion report shall be submitted for adjustment.