UNIVERSITY INSTITUTE OF ENGINEERING AND TECHNOLOGY
PANJAB UNIVERSITY, CHANDIGARH

FORM–9: EXPENDITURE STATEMENT & ADJUSTMENT OF ADVANCE

Name of Committee: _____

Faculty/Teacher Incharge: _____

Name of event/ activity _____

Department / Branch _____

Advance Received Rs _____

Total Actual Expenditure Rs_____

Balance Payable / Refundable Rs _____

Date of Submission _____

S.No.	Particular	Qty.	Rate (Rs)	Amount (Rs)	Bill/Voucher No. & Date
1					
2					
3					
4					
5					
6					
7					
8					

or Attach list

Total expected expenditure as per approved budget of UTECHNOS. _____

Declaration: I hereby declare that I have read and understood all the points, terms and conditions of the UTECHNOS Fund Policy and undertake to strictly comply with the same. I understand that any violation of the prescribed policy may result in withdrawal/recovery of the financial assistance and the concerned organizing team/persons shall be responsible for the same.

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.