

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान कोलकाता
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA
RESEARCH AND DEVELOPMENT

STATEMENT OF ACCOUNTS FOR RECOUPMENT OF IMPREST

Sl. No.	Content	Details
1.	Project No.	
2.	Name of Imprest holder	
4.	Department	
5.	Type of Imprest	1) Consumables 2) Non-consumables 3) Contingency 4) Others
6.	Imprest Ref. No. & Date	
7.	Amount of Imprest	Rs.
8.	Amount to be Recouped	Rs.
9.	a) Head/Subhead	
	b) Amount Available	Rs.
	c) Balance after recoupment	Rs.

Sl No:	Date	Cash Memo / Receipt	Suppliers Name	Particulars of item	Amount (Rs.)	Stock Register #. & Page #.
1						
2						
3						
4						
5						
6						
7						
8						
9						
Total						

I hereby certify that the: 1) Cash purchases were made for the items that were needed urgently. 2) Goods purchased were inspected before acceptance. 3) Prices paid are the cheapest 4) Items purchased are entered in the Stock Register.

Date:

Signature of Project Investigator

For Office Use Only

Assistant	Superintendent	Assistant Registrar (R&D)	Dean, R&D
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