

Chandigarh College of Engineering and Technology,Sec-26

Temporary Imprest Requisition

kindly issue me the temporary imprest of Rs out of student fund for the expenditure approved vide sanction nodated.....for the following purpose

S.No	Purpose of Expenditure	Amount

a. It is certified that the temporary imprest will be cleared by me within week after the expenditure.

Requisitioning Officer/ In-Charge

b. Temporary imprest of Rs.....may kindly be given to the requisitioning officer.

Secretary Student Council

President Student Council

c. Temporary imprest of Rs.....allowed.

PPL/Head of Office,

d. Received Rs..... Temporary imprest on.....

In-Charge/ Receiving officer