

CHANDIGARH COLLEGE OF ENGINEERING & TECHNOLOGY, SECTOR 26,  
CHANDIGARH

**TEMPORARY IMPREST REQUISITION**

Kindly issue me the Temporary Imprest of Rs. .... out of Student Fund for the expenditure approved vide sanction No. .... dated ..... for the following purpose.

<b>Sr.No.</b>	<b>Purpose of Expenditure</b>	<b>Amount</b>

a) It is certified that the Temporary Imprest will be cleared by me within week after the expenditure.

***Requisitioning Officer/Incharge  
(Signature with Full Name)***

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

***Secretary Student Council***

***Present Student Council***

c) Temporary Imprest of Rs. .... Allowed.

***Section Officer***

***Head of Office***

***Principal***

d) Received Rs. .... Temporary Imprest on .....vide Cheque No. .... dated .....

***Incharge/Receiving Officer.***

CHANDIGARH COLLEGE OF ENGINEERING & TECHNOLOGY, SECTOR 26,  
CHANDIGARH

**IMPREST ACCOUNT CLEARANCE FROM STUDENT FUND**

I ..... Incharge of .....  
received the Temporary Imprest of Rs. .... for the purchase of .....  
..... vide sanction No. .... dated .....

The detail of the expenditure is given below :-

<b>Sr.No.</b>	<b>Bill No. &amp; Date</b>	<b>Detail of Item/Firm/Shop</b>	<b>Amount</b>

Total Expenditure .....

(Rs. In Words .....) )

**(INCHARGE)**  
**(Signature with Full Name)**

Certified that an amount of unspent of Rs. .... is received from Sh. ....  
..... and entered in the Cash Book of Student Fund Page No. .... and  
the Temporary Imprest of Rs. .... is reduced to Rs. ....

**(CASHIER)**

Certified that above the vouchers in ..... Nos. are approved vide Rules/  
Regulations of Student Fund.

**Secretary Student Council**

**Dealing Asstt.**

**Section Officer**

**A.C.(F&A)/DDO**