राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश

**NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH**

Near National Highway No. 16, Kadakatla, Tadepalligudem – 534101

West Godavari District, Andhra Pradesh, India

No: NITANP/Code/Year/Outward No. Date: dd.mm.yyyy

**REQUEST FOR FINAL ACCOUNT SETTLEMENT**

***(To be used for all types of account settlement after conducting events, workshops, travel, purchase of goods/ services/ works, etc. subject to Expenditure Sanction (Financial Approval)***

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Name of the Department/ School/ Centre/ Section/ Cell/ Office | : |  |
| 2. | Name of the initiator & Designation | : |  |
| 3. | Name of the Head of Department/ School/ Centre/ Section/ Cell/ Office | : |  |
| 4. | Reference Indent Number & date | : |  |
| 5. | Reference Financial Approval & date |  |  |
| 6. | Total Amount sanctioned  | : |  |
| 7. | Advance released if any | : |  |
| 8. | Expenditure claimed  | : |  |

The details of expenditure and respective invoices are as under:

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Bill/ Voucher No./ Form & Date** | **Name of the firm & Place/ Purpose****(M/s.)** | **Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total** |  |

***Note: No single purchase activity should exceed more than Rs. 20,000/- per occasion other than like TA/DA/Registration Fee etc. Splitting expenditure for the same activity is not allowed.***

**Prepared by**

**(Name & Designation)**

**Status of Account Settlement *(Tick any one of the relevant action needed)*:**

|  |  |  |
| --- | --- | --- |
| 1. | Expenditure incurred by the employee subject to purpose laid and within financial sanction and submitted for reimbursement |  |
| 2. | Expenditure-on-credit made by the employee subject to purpose laid and within financial sanction for direct transfer to the vendor as per the account details specified with the respective invoice |  |
| 3. | Expenditure incurred by the employee within the disbursed advance amount in the name of the employee against and subject to purpose laid in financial sanction |  |
| 4. | Expenditure incurred by employee exceeding the disbursed advance amount against and subject to purpose laid but within the financial sanction. Hence, it is requested to reimburse the additional expenditure to the employee. |  |

**Joint Declaration from Department/ School/ Section/ Centre/ Cell:**

1. As per GFR 2017, it is to declare that we are personally satisfied that the above goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.
2. The material procured against the above bills is entered in the stock register/ ledger and is on record for stock/ledger verification, if applicable.
3. In case of travel, the TA/DA shall be admissible and settle the expenditure as per existing TA/DA rules of the institute.
4. We hereby declare that the goods/ work/ services are paid by us to the person for a work/ service essential for the official need of this office and the identity card of the receiver is herewith attached for future reference if any.

Hence, it is requested to process the attached invoices along with this form and settle the account of expenditure or advance, if any.

**Signature of Designated Employee/ initiator incurred the expenditure**

**Name:**

Forwarded by Departmental Purchase Committee (DPC) of respective Department/ School/ Centre/ Section/ Cell/ Office:

|  |  |  |
| --- | --- | --- |
| **Signature of Member 1:**Name: | **Signature of Member 2**Name: | **Signature of Member 3**Name: |
| **Signature of Chairperson, DPC**Name: |

To

**Pay & Accounts Section (SPAC)**