

**SRI AUROBINDO COLLEGE (EVENING)**  
**(UNIVERSITY OF DELHI)**  
**MALVIYA NAGAR, NEW DELHI-110017.**

**SETTLEMENT OF ADVANCE**

I \_\_\_\_\_, had taken an advance of Rs. \_\_\_\_\_ vide cheque No. \_\_\_\_\_ dated \_\_\_\_\_. An amount of Rs. \_\_\_\_\_ has been spent against the advance as per details mentioned below:

<u>S.No.</u>	<u>Cash Memo No. and date</u>	<u>Particulars</u>	<u>Amount</u>
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Total: \_\_\_\_\_

I hereby deposit the amount of Rs. \_\_\_\_\_ vide cheque No. \_\_\_\_\_ dated \_\_\_\_\_ as balance out of the advance.

Or

Rs. \_\_\_\_\_ as excess of expenditure over the advance may please be reimbursed to me.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Countersigned

PRINCIPAL