

Bill submission Performa in store

Kindly find enclosed the bills / vouchers along with related documents as per details given below:

Sr. No.	Bill No.	Dated	Name of Firm / Person	Amount of Bill
1.				
2.				
3.				
4.				
5.				
6.				
TOTAL				

It is Certified that:

1. The above Bills Purchasing made out: (Please Mark which is applicable)
 - Student fund
 - Govt. Side
 - Any Scheme (Write name of Scheme)
2. The payment of the Bills: (Please Mark which is applicable)
 - Made by me out of Pocket
 - Made by me out of T. I.
 - Purchased on Credit
3. The Indents of all items in above Bill / Vouchers have given in the store.
4. This Performa contains Pages from _____ to _____ Total = _____

Dated:-

Signature

Name: _____

Designation: _____