



**NATIONAL INSTITUTE OF TECHNOLOGY GOA**  
(Ministry of Human Resource Development, Govt. of India)  
Farmagudi, Ponda, Goa-403 401.

Department: \_\_\_\_\_

No.NITG/\_\_\_\_\_

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

**Adjustment of Advance taken for Purchase of Goods or Services**

1. Name and Designation of the Employee who took the advance \_\_\_\_\_ EC: \_\_\_\_\_
2. Purpose for which advance was taken \_\_\_\_\_
3. Date on which advance was taken \_\_\_\_\_
4. Amount of Advance Drawn \_\_\_\_\_
5. Mode of adjustment
  - (a) Receipts enclosed
  - (b) Cash refund
  - (c) Excess of expenditure over advance

If the expenditure (Item 5(a)) exceeds the amount of advance drawn (Item 4), the difference (Item 5(c)) need to be reimbursed to me.
6. A detailed statement of receipts and references to stock entry given on the reverse page
7. I, \_\_\_\_\_, am personally satisfied that these goods purchased are of requisite quality and specification and have been purchased from a reliable supplier at a reasonable price. Certificate to this effect is given in all vouchers enclosed.

Encl : (1) Detailed list receipts  
(2) 02 receipts  
(3) Receipt No. \_\_\_\_\_ dt \_\_\_\_\_ for cash refund

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

The advance taken by the Employee may be adjusted.

\_\_\_\_\_  
H.O.D.

To  
Supdt./Asst./Dy. Registrar (Finance & Accounts)

