

ADV

Date : _____

The Principal,
KV IIT Campus,
Chennai - 36.

Sub : Application for advance of Rs _____.

Sir,

Kindly sanction an advance of Rs. _____ for the purpose of _____

No.	Particulars / Purpose	No of Items / Quantity	Approx. Amount
Total Expenditure			

Note : Advance should be settled immediately after the event/function is over i.e., the next working day, otherwise normal interest @12% + penal interest 2.5% i.e., Total 14.5% interest will be charged as per the Internal Audit Inspection Memo from the date of payment of advance.

Signature : _____

Name : _____

Designation : _____

Sanctioned an advance of Rs. _____ from Vidyalaya Vikas Nidhi Account.

PRINCIPAL

Paid vide Cheque No. _____ dated _____ UDC : _____