

KAMALA NEHRU COLLEGE

(University of Delhi)

AUGUST KRANTI MARG, NEW DELHI-110049

The Principal,
Kamala Nehru College,
August Kranti Marg,
New Delhi-110049.

Date _____

I render the account of expenditure incurred/paid to me in connection with _____
_____ function/meeting/association etc. held on _____.

It is certified that the items have been purchased on competitive rates from the local market. The rates charged have been duly verified and settled before and after making personal enquires from the local market.

The items have been entered in the relevant register at page noted against each items.

The amount listed below has been paid by me.

It may be reimbursed to me/adjusted against advance of Rs. _____

taken by me _____ on _____.

STATEMENT OF EXPENDITURE INCURRED

S.No.	Particulars	Amount
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(Rupees
.....)

TOTAL Rs. _____

Passed

Princiapl

Signature of the employee