



**Statement of Accounts of Consumable/Contingency Advance/ Reimbursement for
Items purchased for Academic Project/ Thesis work**

Roll No *:		Name *:		
Discipline:		Program:		
Name of the Thesis Supervisor/ Project Mentor:				
Date of approval for purchase of the items (a copy to be attached)				
Purpose for which approval taken				
Amount Approved				
Expenditure in Rs. (Details of expenditure to be attached as annexure in the given format)				
Any advance received				
If yes, balance amount				
Amount already claimed in previous purchases (Yes/ No)				
If Yes, mention the date (mm/ yyyy) on which previous approval was taken and the amount utilized for the same				
I hereby certify:			Tick mark	<input checked="" type="checkbox"/>
1) That the cash purchases have been made for the items that were needed urgently and were not available in the lab or elsewhere.				
2) That the goods purchased by me have been inspected and found satisfactory.				
3) That the prices paid are reasonable.				
4) That the completed project and all the remaining unused items after evaluation will be submitted to the concerned lab.				
5) That the items purchased have been duly entered in the Stock Register on page of _____ lab in _____ Discipline.				
(To be verified by concernec lab staff)				
Date :		Signature of student :		
Supervisor Recommendation				
I certify that the purchased items have been utilized in the project/thesis work and unused items have been submitted/stored in the lab. I have verified the details furnished by the student and recommend for release of Rs. _____.				
(Signature of the Supervisor/ Mentor)				
Head of the Discipline Recommendation				
Forwarded and Recommended.				
(Signature of the Head CSE/ECE/ME/DS/NS/LA Discipline)				
Internal Audit				
The amount of Rs _____ is checked and forwarded for approval.				
(Signature of the DR (Audit))				

