Check List

4. FOR ADJUSTMENT OF ADVANCES / LETTER OF CREDIT / SIGHT DRAFTS / WIRE TRANSFER:

(A) Advances:

S.No	Particulars	Remark
1.	Adjustment account passed for adjustment for the total expenditure amount.	Yes / No
2.	All relevant bills / Cash memos / Supported vouchers are enclosed.	Yes / No
3.	Original bill of the material duly entered in Stock / Minor Assets / Major Assets is enclosed.	Yes / No
4.	Original receipt in case of refund of unspent balance in the Institute Treasing is enclosed.	Yes / No
5.	Copy of purchase order is enclosed with the bill.	Yes / No
6.	Original receipt of the advance paid to the firm affixing Revenue stamp and signed on it, the amount of advance is more than 5,000/-.	Yes / No

(B) Letter of credit / Sight Bank Drafts:

S.No	Particulars	Remark
1.	Original bill of the supplier duly entered in stock / Minor Assets / Major Assets has been enclosed duly passed for Adjustment.	Yes / No
2.	Copy of Purchase order is enclosed.	Yes / No
3.	Original expenditure statement issued by the Bank is enclosed.	Yes / No
4.	Copy of Airway bill is enclosed.	Yes / No
5.	Copy of Bill of entry is enclosed.	Yes / No
6.	Receipt in original for the amount refunded by the Bank for deposit in the Finance & Accounts office is enclosed.	Yes / No

Signature of Dealing Asstt. Signature of H.O.D