

## Check List

### 7. FOR REIMBURSEMENT OF EXPENDITURE:

S.No	Particulars	Remark
1.	All original cash memos are in proper format is enclosed.	Yes / No
2.	If bill is submitted the proof of making payment to the firm is enclosed.	Yes / No
3.	Certificates of verified and paid by me is given on all the cash memos.	Yes / No
4.	Stock entry of the martial purchased is mentioned on the cash memo.	Yes / No

Signature of Dealing Asstt.

Signature of H.O.D