



**University of Jaffna, Sri Lanka**  
**Advance Requisition Note for Supply/ Fuel/ Sundry/ Maintenance**

- 1. Name of the Applicant -----
- 2. Designation -----
- 3. Faculty / Department / Units / Projects -----
- 4. Purpose of Advance -----
- 5. Amount Required -----
- 6. Previous advance taken
  - a. Amount -----
  - b. Date -----
  - c. Purpose -----
  - d. Weather settled Yes / No

7. Brief Estimate

Details	Amount

The request this advance hereby read the instructions and guidelines set out overleaf of this page and agreeing to settle this advance by submission of necessary documents immediately after the completion of the purpose for which this advance is granted or before 31<sup>st</sup> December whichever comes earliest. In the event of my failure to settle within two weeks from the date of advance to be settled, **I hereby give my consent to recover the money from my salary / UPF as appropriate.** Supporting documents are attached herewith.

Date -----

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Signature of Applicant

**Fuel advance only**

Vehicle No ----- Amount -----  
Place of Visit -----

Recommended / Not Recommended

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DR/ SAR, Administration

<p>I, hereby certify that the applicant signed above has/has not a capacity to request this advance and the advance request is/not in order therefore the advance is</p> <p>Approved/ Not approved</p> <p>----- Vice Chancellor /Registrar/Dean/Bursar</p> <p align="right">Date -----</p> <p><b>Instruction and guide lines are overleaf</b></p>	<p align="center"><b>Office use only</b></p> <p>Advance Rs -----</p> <p>Previous Advance-----</p> <p>Settlement Rs-----</p> <p>Settled / Not Settled -----</p> <p>Subject clerk/ MA-----</p> <p>Checked by -----</p> <p align="right">----- AB/SAB/DB/ Bursar</p>
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## **INSTRUCTIONS AND GUIDELINES**

01. Only Staff officers shall for advances.
02. Advance should be used for particular job only
03. Maximum limit of advance - Bursar will be decided.
04. Duly completed advance request voucher should be submitted to finance division at least 03 days before the specific purpose.
05. Advance will be issued on the nearest immediate working date before the specific purpose.
06. Advance should be settled by the staff officer immediately after the completion of the purpose for which it was granted or before 31 December whichever the earliest.
07. Maximum 2 weeks will be allowed to settle the advance with reason for such delay. (Such letters should be sent through Vice Chancellor/ Dean/ HoD/ Registrar/ Bursar as applicable)
08. Where the advance is settled without using fully or considerable part of it, the staff officer concerned should state reasons in writing for not spending as given in the request.
09. When unsettled advance/s available, new advance requests from anyone may not be considered.
10. Advance requests should be attached with enough supporting documents and when it is required, an approved budget should also be submitted.
11. Bursar may ascertain the nature and the reasonableness of the amount requested.
12. Advance should be used within the same financial year and should not cover the expenses incurred in subsequent financial year.
13. Where the advance is approved by the Vice Chancellor subject to the covering approval of the finance committee or the council, such approval should be disclosed at the settlement.
14. In case of it is taken few days after the special purpose is over, the staff officer should state reasons for delay in writing with the settlement of the advance.
15. Actions will be taken after two weeks from the date of the purpose for which the advance is granted to recover the total amount of the unsettled advance from the salary of staff officer concerned.
16. Other Government rules and regulations will be applied.
17. *Fuel advance should be settled through the Administration Branch.*
18. Advance should be settled by the staff officer immediately after the completion of the purpose for which it was granted or before 31 December whichever the earliest.