

Bursar

University of Jaffna.

REQUEST FOR SUPPLIES/ SUNDRY/ MAINTENANCE/ TRAVELLING & FUEL ADVANCE

1. Name of the Applicant :
2. NIC Number :
3. Designation :
4. Faculty/Dept. :
5. Amount requested :
6. Purpose :
7. Expected Commencement Date :
8. Expected finishing Date :
9. Break down of the expenditure :

Nature of Items	Amount(Approximate value)
Total	

10. Details of Unsettled Advances. If no pending unsettled advances please mark as NIL

Details	Advance 1	Advance 2	Advance 3	Advance 4	Advance 5
Amount					
Date of Advance received					
Purpose					
Whether settled/not settled					
Remark					

I undertake to settle the above Supplies / Sundry / Maintenance / Fuel / Travelling Advance immediately after the completion of the purpose it is granted. If failed to do so, I hereby give my consent to recover the advance obtained by me from my salary while notifying it to me.

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Signature of the Applicant

.....
Date

Recommended

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Deans of the Faculty / Registrar/ Head of the Department

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Date

Approved

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Vice-Chancellor

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Date

