



COMSATS University Islamabad (CUI), Lahore Campus

Defense Road, Off Raiwind Road, Lahore

UAN:042-111-001-007 Ext-818-819 Tel; 042-99204779

Advance Request Form

CUI-LHR-/ACC/ADVREQ/1

Sr. # _____

Date:/...../.....

I, Designation:

Department: Request an advance amounting to Rs.

(In words):.....

On account/purpose of

Advance will be granted subject to the following conditions:

- (a) The payment is required to be made in cash.
- (b) It is not possible to acquire the goods/services on credit.
- (c) The advance shall be sanctioned by the competent authority.
- (d) The expenditure will be incurred in accordance with the rules and specifically on the purpose for which the advance is granted.
- (e) Fair estimates of the expenditure along with necessary details will be got approved at the time of drawl of the advance.
- (f) The PPRA rules shall be abided by.
- (g) The amount of advance will not be drawn before ten days of the actual date of actual expenditure / payment.
- (h) The advance will be adjusted by submitting fully vouched account immediately after incurring the expenditure for the purpose but not later than one month of the grant of the advance or 30th June of the concerned financial year whichever is earlier.
- (i) The expenditure out of the advance shall be within the sanctioned amount of the advance.
- (j) The amount of outstanding advances shall be recovered from the salary of the concerned employee of Institute, if proper adjustment is not submitted within the one month period.
- (k) Availability of the funds and provision in the approved budget / PC-I under the relevant head of account shall positively be ensured before the grant of the advance.
- (l) Unspent balance shall be immediately deposited in the concerned Institute's Account and original pay-in-slip shall be attached with the fully vouched adjustment bill.

Submitted by:

Name:

Date:.....

Signature:.....

Recommended by:

Name:.....

Date:.....

Signature:.....

Accounts/Payments Section

Checked By : _____

Signature: _____

Approved by:

Name: **Prof. Dr. Qaisar Abbas**

Designation: **Director**

Signature