

V.N.I.T., Nagpur
Department of _____

Date:

Sir,
Sub: Bill wise summary of (DOE) Expenditure **(To be attached with Third Party Payment/Settlement of Advance/Reimbursement)**

The details of expenditure incurred against the above advance are as follows. You are requested to kindly approve the same.

- a) Amount of Advance drawn (if applicable) :
- b) Expenditure amount :
- c) Amount (payable) / to be returned (a-b) :

Details of Expenditure

S N	Name of firm	Bill No	Date	CATEGORY						
				Purchase of consumables (For department only) (a)	Computer/Electricals/Scientific Consumables (for office only) (b)	Extension Lecture / Traveling & local Conveyance (c)	Misc. Expenses (d)	Stationary (e)	Minor repairs/ AMC of Scientific Equipment (f)	P.G Student Conferences etc. related expenses (g)
1										
2										
	TOTAL									

Summary:

(a)	Purchase of consumables (For department only)	
(b)	Computer/Electricals/Scientific Consumables (for office only)	
(c)	Extension Lecture / Traveling & local Conveyance	
(d)	Misc. Expenses	
(e)	Stationary	
(f)	Minor repairs/ AMC of Scientific Equipment	
(g)	P.G Student Conferences etc. related expenses	
Total		

To,

The Director
V.N.I.T., Nagpur