

Date: _____

To,
The Principal
SVVM's College of Commerce
Bori, Ponda- Goa

SUB: Advance for Event _____ (BCOM)

Sir/Madam,

Kindly advance me a sum of Rs. _____ (Rs _____
_____ only) for the

following event: _____

Date of Event: _____ Source of Funds: _____

Thanking you,

Yours faithfully,

Signature of teacher

Name of teacher: _____

Enclosed:

1. Budget
2. Amount received so far (in case of events financed through sponsorships)

REMARK OF PRINCIPAL: _____

NOTE:

1. The account should be settled within 10 days of completion of the event
2. Bills should be in the form of cash memo/tax invoice with proper date, name of college and item- wise details.

Date: _____

To,
The Principal
SVVM's College of Commerce
Bori, Ponda- Goa

Sub: Settlement of accounts (B.Com)

Madam,

Please find below the settlement of accounts for

Event: _____

Date of Events: _____

Receipts: _____

Payments: _____

Balance: _____

Advance taken: _____ Source of funds: _____

Spent: _____

Balance: _____

Kindly find enclosed the balance amount of Rs. _____

Kindly reimburse the balance amount of expenditure incurred: Rs. _____

Items nos. : _____ in the enclosed statement may be settled by cheque.

Thanking you

Yours faithfully

Signature of Teacher with date Name of Teacher: _____

Enclosed please find the detailed statement and all relevant bills

REMARK OF PRINCPAL: _____

DETAILED STATEMENT

Name of event: _____

Date of Event: _____

Receipts			Payments			
No.	Source Name	Amount	No.	Bill Details	Bill no.	Amount
(To be deposited in College a/c)						
	Total			Total		

Signature of teacher with date:

Name of teacher: