

Date:

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

Sub: Application for Advance (Gymkhana & Sports)

Madam,

An advance of Rs. _____ is required in connection with the forthcoming _____
_____ tournament to be held at _____
_____ on / from _____ to _____ as per
the following details:

Amount (Rs.)

- | | |
|---------------------------|-------|
| 1. D.A. for participants | _____ |
| 2. Lemon & Glucose | _____ |
| 3. Kit Allowance | _____ |
| 4. Practice Allowance | _____ |
| 5. D.A. for two officials | _____ |

Total: _____

Travelling allowance- Private Bus charges
(Payable by cheque by the College)

Teacher- in- Charge Sports Council

NOTE: All cheques to be made payable to

Date:

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

Sub: Submission of accounts of Inter- Collegiate _____ 20 -

Madam,

This is to inform you that the College _____ team participated at all Goa Inter Collegiate _____ tournament organised by _____
_____ at _____ on _____

The following expenditure was incurred during participation.

	Amount (Rs.)
1. D.A. for participants	_____
2. Lemon & Glucose	_____
3. Kit Allowance	_____
4. Practice Allowance	_____
5. D.A. for two officials	_____
Total:	_____
Travelling allowance- Private Bus charges (Payable by cheque by the College)	_____

Teacher- in- Charge Sports Council

NOTE: All cheques to be made payable to