



COMSATS Institute of Information Technology, Lahore

Defence Road, Off Raiwind Road, Lahore

Advance Adjustment Form

Date: _____

I _____ designation _____ have taken an advance of Rs. _____ (in words) _____

on account of _____

The adjustment of the same along with receipt (s) is detailed below

Sr. No	Description	Quantity	Amount (Rs.)
1			
2			
3			
4			
5			
6			
7			

Grand Total:

(In Words):

Submitted by: _____

Verified by **HoD/Incharge** _____

Designation: _____

Department: _____

.....
[For official use only]

Internal Audit Section

Checked By : _____

Signature: _____

Advance (Rs.): _____ Expenses (Rs.): _____ Balance (Receivable/ Payable): _____

Advance adjusted by: _____ Date: _____ Reference # (if any) _____

Finalized by:

Approved by:

Name: _____

Name: _____

Signature: _____

Signature: _____