



Date: _____

Approval for Work & Payment of Bill (s) Against Credit

It is submitted that the work/purchase of mentioned items has been completed for the purpose:

Sr. #	Description with purpose	Quantity	Amount (Rs.)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
Grand Total:			
In words:			

Mode of Payment: <input type="checkbox"/> Open Cheque <input type="checkbox"/> Cross Cheque <i>[Please tick the relevant option]</i> Supplier/Person Name:

Submitted by:

Recommended by

Signature: _____

Signature _____

Name: _____

Name: _____

Designation: _____

Designation: _____

[For official use only]

Internal Audit Section	
Checked By : _____	Signature: _____

Verified by:

Approved by:

Signature:.....

Signature:.....

Name:.....

Name:.....

Designation:

Designation:.....

Date:

Date:.....

Cheque Proceed by:

Signature:.....

Name:.....

Designation:

Date:.....