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:

<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Description with purpose</th>
<th>Quantity</th>
<th>Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grand Total:

In words:

Mode of Payment: [ ] Open Cheque  [ ] Cross Cheque  [Please tick the relevant option]

Supplier/Person Name: ..................................................

Submitted by: ..........................................................
Signature: ______________________________
Name: ______________________________
Designation: _________________________

Recommended by: ..........................................................
Signature: ______________________________
Name: ______________________________
Designation: _________________________

[For official use only]

Internal Audit Section

Checked By: ______________________________
Signature: ______________________________

Verified by: ..........................................................
Approved by: ..........................................................
Signature: ______________________________
Name: ______________________________
Designation: _________________________
Date: ..........................................................

Cheque Proceed by:
Signature: ______________________________
Name: ______________________________
Designation: _________________________
Date: ..........................................................