

SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES

(UNIVERSITY OF DELHI)

PSP AREA-IV, Dr. K.N. KATJU MARG, SECTOR-16, ROHINI, DELHI-110089

Name of Society/PI _____ Name of Teacher In charge _____

Name of Event _____ Date of Event _____

Source of funds	Amount	Particulars of Expenditure	Details of Bills Submitted	Amount
a) Societies A/c				
b) Delegate Fee				
c) Sponsorship				
Advance Payment Due				
Surplus/Deficit				
			TOTAL	

Certified that the above entries are as per vouchers are checked and verified for payment.

Name & Signature of Co-ordinator: _____

Contact No. of Co-ordinator: _____

(Name & Signature of Teacher In charge)

Instructions:

1. Teacher In charge may not submit any bill which exceeds the sanctioned limit until or unless it has been met out of sponsorship of delegate fee, i.e., all expenditure must be within the budget/sources of funds actually realised.
2. All those bills where rates have been approved by the purchase committee should be submitted along with the minutes of Purchase committee and where rates (particularly food) are fixed by the venue Authorities, the copy of the rates should be attached along with the bill.
3. Material or equipment which requires stock entry should be submitted to the store along with the bill so that the storekeeper puts the stamp of stock entry on the bill. If goods are returned to store, certificate of the storekeeper should be attached along with the bill. **In case the bill is received later, please ensure the stock entry stamp is there on the bill before it is submitted to the Account Section.**
4. All the payments/ bills should be verified by the Teacher In charge e.g., "Verified for Rs. _____"
5. Proper report of the event should be submitted by the Teacher In charge carrying the information with regard to the number and list of delegates, panellists, session-wise topics: team-winners-judges etc. **In the case of seminar, report should carry summary of discussions & conclusions-session wise.** A list of defaulters (delegates) should also be submitted.
6. If the material has not been fully used; it should be mentioned e.g.

Boucher-	300 }	
Used -	200 }	Attach the certificate of the storekeeper
Unused -	100 }	
7. All expenditure/Purchases must be in accordance of General Financial Rule, 2017 of Govt. of India.