**Jaypee Institute of Information Technology**

Approval for the Expenditure from Extramural Funds of Sponsored Projects

 **Date:** \_\_\_\_\_\_\_\_\_\_\_\_

1. **Project Name/ID No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **PI/Co-PI Name:** **(a)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(b)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. **Project Start Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Nature of Expenditure /Items to be purchased** | **Budget Head** | **Available Balance as on date** | **Required funds** | **Remarks** |
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|  | **Total**  |  |  |  |  |

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| --- | --- | --- |
| **PI /CO PI****Signature** | **HOD** **Signature** | **Director(R&D)****Signature** |
| **Accounts Departments** | **Remark** |
|  Funds Available: YES/NO |  |
| **Accounts Department****Signature** |  |

|  |  |
| --- | --- |
| **Approved/Not Approved** | **Remark, if any** |
| **VC OFFICE****Signature** |  |
| **Approved**  | **Not Approved** |