**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** |