

# Jaypee Institute of Information Technology, Noida

(Set up by Jaiprakash Sewa Sansthan)

## APPLICATION FOR IMPREST ADVANCE

Employee Code: ..... Mobile No.: .....

Name.....

Designation.....

Department.....

Purpose.....

Amount Required Rs.....(Rupees.....)  
.....)

Approx. Date by which account shall be rendered.....

Amount Outstanding Rs .....taken on.....is yet to be rendered by me /

Has already been rendered by me on.....

Controlling Officer

Applicant

Cashier please pay Rs.....(Rupees.....)

Finance Officer

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( FOR USE IN ACCOUNTS DEPARTMENT )

Amount paid Rs.....(Rupees.....)

By Cash/Cheque/D.D. No.....Dt.....Vide Voucher

No.....Dt.....

Cashier / Accountant