Date:_____

To
The Principal
VVM's Shree Damodar College of Commerce & Economics
Margao - Goa

SUB: Advance for Event_____

(B.Com / BCA / BBA(FS) / M.COM)

Madam,

Kindly advance me a sum of Rs. _____(Rs._____

_____ only) for the following

event: _____

Date of Event: _____ Source of funds: _____

Thanking you,

Yours faithfully,

Signature of teacher

Name of teacher: _____

Enclosed:

1. Budget

2. Amount received so far (in case of events financed through sponsorships)

REMARK OF PRINCIPAL: _____

NOTE:

1. The account should be settled within 10 days of completion of the event.

2. Bills should be in the form of cash memo/tax invoice with proper date, name of college and item-wise details.

Date: _____

To
The Principal
VVM's Shree Damodar College of Commerce & Economics
Margao- Goa:

Sub: Settlement of accounts (B.Com / BCA / BBA (FS) / M.Com)

Madam,

Please find below the settlement of accounts for

Event: _____

Date of Event: _____

Receipts: _____

Payments: _____

Balance: _____

Advance taken: _____ Source of Fund: _____

Spent: _____

Balance:_____

Kindly find enclosed the balance amount of Rs. _____

Kindly reimburse the balance amount of expenditure incurred: Rs. _____

Items nos. _____ in the enclosed statement may be settled by cheque.

Thanking you,

Yours faithfully,

Signature of teacher with date   Name of the teacher:_____

Enclosed please find the detailed statement and all relevant bills.

REMARK OF PRINCIPAL: _____

DETAILED STATEMENT

Name of event: _____

Date of event: _____

No.	Receipts Source Name	Amount	No	Payments Bill Details	Bill No	Amount
	(To be deposited in College a/c					
				Total		
	Total					

Signature of teacher with date

Name of teacher :