

Date:

To
The Principal
Shree Damodar College of
Commerce & Economics
Margao – Goa

Sub: Application for Advance (Gymkhana & Sports)

Madam,

An advance of Rs..... is required in connection with the forthcoming
..... tournament to be held at
..... on / from to..... as per the
following details:

	Amount (Rs.)
1. D.A. for participants	_____
2. Lemon & Glucose	_____
3. Kit Allowance	_____
4. Practice Allowance	_____
5. D.A. for two officials	_____
TOTAL:	_____
Travelling Allowance – Private Bus charges (Payable by cheque by the college)	_____

Teacher-in -Charge Sports Council

NOTE: All cheques to be made payable to Shri. Sudhakar Naik



Date:

To
The Principal
Shree Damodar College of
Commerce & Economics
Margao – Goa

Sub: Submission of accounts of Inter- Collegiate _____ 20 -

Madam,

This is to inform you that the College _____ team participated
at All Goa Inter-collegiate _____
tournament organised by _____ at _____ on _____

The following expenditure was incurred during participation

	Amount (Rs.)
1. D.A. for participants	_____
2. Lemon & Glucose	_____
3. Kit Allowance	_____
4. Practice Allowance	_____
5. D.A. for two officials	_____
TOTAL:	_____
Travelling Allowance – Private Bus charges (Payable by cheque by the college)	_____

Teacher-in -Charge Sports Council

NOTE: All cheques to be made payable to Shri. Sudhakar Naik

