



FORM – SG2

Indian Institute of Technology Kanpur Students Gymkhana Account Bill Clearance Form



Name of Executive:		Roll No.		Room No.	
Name of the Cell:		Name of Coordinator:			

To be filled by Finance Convener / FC Member

Amount of Advance Taken:	
Date of Advance:	
Expenditure Incurred:	
Balance of Advance:	
Balance in Cell:	
Balance in Council:	
Remarks (if any):	
Verified for Rs:	

All Bill(s) Verified

Finance Convener (or FC Member)	Faculty Counsellor

I certify:

1. That the cash purchases have been made for the items, which were needed urgently were not available in stores.
2. That the goods purchased have been inspected before acceptance
3. That the prices paid are the cheapest for the time of purchase.

Date	Vr. No.	Brief Particulars of Transaction	Amount
		Total	

Signature: President/General Secretary/Convener	Only in Case of Senator Seed Fund Signature: Convener, Students' Senate