MORNING STAR POLYTECHNIC COLLEGE

Approved by AICTE | Recognized by DTE

PROPOSAL & ADVANCE REQUISITION FORM

(To be submitted before 3 days of the program)

Name of the Staff: Date:

Department/Office:

Programme/Lab :

Sl.No	Component / Items Required	Requested Amount(Rs.)
Total Amount		

Checked by HOD/OS/IC

Verified by Principal

Approved by Bursar Sanctioned by the Correspondent

BILL SETTLEMENT Date:

Bill No.	Bill Amount	Amount Received in Advance (Rs.)	Balance (Rs.)
Total Amount			

Verification of Accountant/Cashier Bursar