

**INDIAN INSTITUTE OF SOIL SCIENCE  
BHOPAL**

***FORM FOR REQUESTING MONEY ADVANCE (IMPREST)***

Name & Designation : \_\_\_\_\_

Amount of advance required : \_\_\_\_\_

Section : \_\_\_\_\_

Purpose of taking advance : \_\_\_\_\_

Sl.No	Name of the Material required	Quantity	Approx. cost	Total Cost	Remarks of the store keeper *
1.					Available / Not Av.
2.					Available / Not Av.
3.					Available / Not Av.
4.					Available / Not Av.
5.					Available / Not Av.

**Note:** The advance taken should be utilized within three days, failing which it should be returned. \*Score out whichever is not applicable.

It will be the personal responsibility of the official taking the advance to utilize the above amount for the purpose it is drawn and following the proper purchasing procedures.

Signature of the person  
Requesting advance.

Recommendation of the section I/C /  
Officer of class II and above of the section  
(He is personally responsible to sign the certificate given overleaf with the adjustment account)

Not sanctioned / Sanctioned Rs. ....

Signature

Signature of the Sanctioning authority

(Received Rs. .... Only)

Signature of the person  
Receiving money.

**ADJUSTMENT ACCOUNT PROFORMA**  
**Imprest Advances**

Name of the section

Particulars	Amount	
	Rs.	P.

Paid to M/s. ....

.....

.....

Vide cash Memo ..... Dated .....

For Rs. ....

Only on account of .....

.....

(Rupees .....only)

Purpose for purchasing .....

1. The above amount of Rs. .... received by me and paid by me.
2. The purchase has been as per the rate
3. The quality of material is good and as per our specification and quantity is correct.
4. Work done is satisfactory.

Signature of the person

Drawing advance

Signature of section I/C /

Officer of class II and above

**Certified that:** *(Score out whichever is not applicable)*

1. Material has been entered in stock registered of .....on page No. ....
2. Entry has been made in repair / maintenance register of ..... on page ..... Sl.No. .... and progressive total Rs. ....

Signature of (i) Store keeper

(ii) Incharge Stores

(Passed for payment of Rs. .... only)

(Rupees ..... only)

Drawing & Disb. Officer