

Form No.

Voucher No.

Date

SHYAM LAL COLLEGE, SHAHDARA, DELHI-110032

Contingent Bill / Statement of Account

Name of Person / Department

Date of Submission

| Attached Bill / Cash Memo | P A R T I C U L A R S | A M O U N T | |
|------------------------------|-----------------------|-------------|----|
| | | Rs. | P. |
| | | | |

Passed for Rs.
 (Rs.
 only.)

Dr.
 Cr.

S.O. (A/cs) Bursar Principal

Cheque No.

Dated

Issued on :

Received from the Principal, ShyamLal College, Shahdara, Delhi-32

a sum of Rupees (Rupees))

Vide Cash / Cheque No. mentioned above

Certificate From the Purchase In-charge

1. Certificate that the charges supported by voucher / cash memos entered in this bill have not so far been submitted to the Accounts Branch for payment.
2. Certified that the articles have been entered in the stock register on the pages noted against each item.
3. Certified that the purchase have been made from the firm offering the lowest rates (Quotation chart attached)
4. (a) Certified that the new articles were received in good condition according to the terms and conditions of the Order No. Dated (copy enclosed)
 b) Certified that the quantities of goods as shown in the invoice/bill have been duly compared with the quantities actually received.
 c) Certified that the rates charged are proper and that all the totals and calculations are correct.
5. Certified that the payment of the attached cash memos have been duly made to the right full claimants and the prices charged in the bill are correct.

Recommended for payment of Rs.(Rupees.....
 (only.)

Signature of Purchase - in - charge

| <i>Remarks, if any by the Accountant / Bursar</i> | <i>Remarks, if any by the Purchase - in - charge</i> |
|---------------------------------------------------|------------------------------------------------------|
| | |