

**Application for Advance/Settlement of pta fund (for executing works/to be recouped) used for the improvement of the facilities of college/students**

1	Name of Department			
2	Name of Staff Member			
3	Abstract of the purpose of Advance (Use separate sheet for details such as item, amount, description of work etc.)			
4	Amount required/ for settlement of advance already taken – amount, voucher no and date of advance			
5	Entry details of department executive committee member's register	Book No.	Page No.	Item No
6	Recommendation of the Head of the department			

Signature with date  
Department executive committee member

Signature with date of HOD

Signature with date of Staff member

Sanctioned and to be recouped/settled

Signature of Principal

For PTA Office use only

Voucher No	Cheque No and date	Amount		
(a)Department fund allotted	(b)Department fund already used	(c)spend now	(d)Balance = a-(b+c)	
Details of settlement	No of Bills	Date of settlement	Amount	Balance
Initials of PTA Staff				

Advance Settled

Signature of Secretary/Treasurer

Notes

1. The advance amount is to be settled within three months
2. The amount which is to be recouped from government fund is to be settled as and when the payment is made by the college office
3. Separate sanction from principal is needed if the amount exceeds the sanctioned amount

PTA appreciate your efforts