**BIRLA INSTITUTE OF TECHNOLOGY**

**MESRA, RANCHI**

**Payment Voucher for Recurring Expenses**

Name of Billing Person : Emp. Code:

Department : Physics Date:

Account Head:

Advance against the bill if any:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Bill NO.** | **Date** | **Party/Shops name** | **Nature of the Item(s)** | **Amount** |
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**Signature of Billing Person HOD/In-charge**

Note: (i) All supporting bills should be duly Signed/certified by the concerned Head/In-charge.

(ii) All supporting bills should be indicated by serial number and attached accordingly.

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**For A/c Office Use**

Checked By Amount Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Verified By Concern Officer

(Approved By)