



YMCA UNIVERSITY OF SCIENCE AND TECHNOLOGY
Faridabad (Haryana) - 21006

**ADMINISTRATIVE APPROVAL FOR ADJUSTMENT OF ADVANCED/ADVANCE PAYMENT
MADE TO FIRMS/SUPPLIERS/ORGANIZATIONS**

The items (S) as per details given below have been received/indented in the Department against advances drawn / advance payments made in favour of firms / suppliers / organizations.

<u>Bill No. & Date</u>	<u>P.O. No. & Date</u>	<u>Particulars</u>	<u>Amount in Rs.</u>	<u>Remarks</u>
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Administrative approval for adjustment of advances / advance payments made to firms / supplier / organizations for the supply of items received / indented in the department may be granted.

**Forwarded for approval
signature**

in procedures

(Name)