



COMSATS Institute of Information Technology
Mailsi Road, Off Multan Road Vehari

Date: _____

Subject: Approval for Work & Payment of Bill (s)

It is submitted that the work/purchase of mentioned items has been completed for the purpose:

Sr. #	Description with purpose	Quantity	Amount (Rs.)
	Gross Amount:		
	- WHT @ :		
	-GST @ :		
	Other @ :		
Net Payable:			
In words:			

Mode of Payment: <input type="checkbox"/> Open Cheque <input type="checkbox"/> Cross Cheque <i>[Please tick the relevant option]</i> Supplier/Vendor Name: NationTax No:
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Approval for the work & payment of above-mentioned amount by the competent authority is solicited.

<u>Submitted by:</u>	<u>Recommended by</u>
Signature: _____	Signature: _____
Name: _____	Name: _____
Designation: _____	Designation: _____

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[For official use only]

<u>Checked by:</u>	<u>Verified By:</u>
Signature:	Signature:
Designation: Internal Auditor	Designation: Assistant Treasurer
	<u>Approved by:</u>
	Signature:
	Designation: Director
	Date: