



**COMSATS Institute of Information Technology**  
Mailsi Road Off Multan Road Vehari  
Ph: 067-3362774, 67-3028398

Date \_\_\_\_\_

**Advance Adjustment Form**

I, \_\_\_\_\_ Designation \_\_\_\_\_ have taken an  
advance of Rs. \_\_\_\_\_ in words) \_\_\_\_\_  
on account of \_\_\_\_\_

The adjustment of the same along with receipt (s) is detailed below:

| Sr. No.      | Description | Qty | Amount |
|--------------|-------------|-----|--------|
| 1            |             |     |        |
| 2            |             |     |        |
| 3            |             |     |        |
| 4            |             |     |        |
| 5            |             |     |        |
| 6            |             |     |        |
| 7            |             |     |        |
| 8            |             |     |        |
| 9            |             |     |        |
| 10           |             |     |        |
| 11           |             |     |        |
| 12           |             |     |        |
| <b>Total</b> |             |     |        |

In Words: ( \_\_\_\_\_ )

(Signature)

Recommended by: \_\_\_\_\_ Checked by: \_\_\_\_\_ Verified by: \_\_\_\_\_ Approved by: \_\_\_\_\_

[For official use only]

Advance (Rs.) \_\_\_\_\_ Expenses(Rs.): \_\_\_\_\_ Balance (Receivable/Payable) \_\_\_\_\_

Advance adjusted by: \_\_\_\_\_ Dated: \_\_\_\_\_ Reference # (if any)