



COMSATS University Islamabad
Vehari Campus
Ph: 067-3602803

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			
Total			

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)