



COMSATS University Islamabad
Vehari Campus

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 @		
	PST @		
	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: Nation Tax No:

Approval for the work & payment of above-mentioned amount by the competent authority is solicited.

Submitted by:

Recommended by

Signature: _____

Signature: _____

Name: _____

Name: _____

Designation: _____

Designation: _____

[For official use only]

Checked by:

Verified By:

Signature:

Signature:

Designation: -----

Designation: Assistant Treasurer

Approved by:

Signature:

Designation: **Director**



COMSATS University Islamabad
Vehari Campus

Date: