COMSATS University Islamabad
Vehari Campus
Ph: 067-3602803

Date: _____

Subject: **Approval for Work & Payment (Petty Expenses)**

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

Sr. #	Description with purpose	Quantity	Amount (Rs.)
		Net Payable:	
In words:			

Mode of Payment: ☐ Open Cheque ☐ Cross Cheque *[Please tick the relevant option]*

Authorized Person: ……... **Designation:**_____

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

Submitted by:

Signature: _____

Name: _____

Designation: _____

Recommended by

Signature: _____

Name: _____

Designation: _____

[For official use only]

Checked by:

Signature: ……

Designation: ----------

Verified By:

Signature ……..

Designation: Assistant Treasurer

Approved by:

Signature ……

Designation: **Director**

Date ……..