| C:\Users\a-sudhendu\Desktop\Finance Convener\redlogo.jpg | **TECHKRITI** **Advance Request FORM** |  |
| --- | --- | --- |



| Name of Financial Head |  |
| --- | --- |
| Name of Core team member |  |
| Roll No. |  |
| Contact no. |  |
| Cheque in favour of |  |

| Amount of Advance: |  |
| --- | --- |
| Remarks (if any): |  |
| (Detailed estimate of proposed expenditure) |

**To be filled by Finance Convener / FC Member**

|  | Amount |
| --- | --- |
| Budget Allocated |  |
| Expenditure/ Advance incurred till now |  |
| Advance Applied for |  |
| Balance of Budget in respective financial head |  |
| Outstanding Advances( if any) |  |

| Head Finance | Festival Chairman | Gymkhana Office | Finance Convener |
| --- | --- | --- | --- |
|  |  | (Only to be signed Post Fest) |  |

Advance adjusted on ………………….. and payment of ₹ …………………. may be made.

| Treasurer (Students’ Gymkhana) |  |
| --- | --- |