# Jaypee University of Information Technology, Waknaghat

## IMPREST ACCOUNT

Date : .....

Name of Imprest Holder : ..... E. Code : .....

Account for the Period from ..... to .....

| Date | Sub-Voucher No. | Description | Amount Spent Rs. | P. | Allocation (To be filled in by Accounts Section) |
|---|---|---|---|---|---|
| | | | | | |
| | | Total Amount Spent | | | |
| | | Cash on hand/deposited vide cash Receipt No. | | | |
| | | Dt. | | | |
| | | Imprest Taken | | | |

Signature of Controlling Officer

Signature of Imprest Holder
Designation