**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