

OFFICE OF THE PRINCIPAL GOVT. POLYTECHNIC COLLEGE, MOHALI (KHUNIMAJRA)

IMPREST FORM

An imprest of Rs. _____
may be paid to me for the purchase the following items,

2. I hereby undertake to clear this imprest of Rs. _____
in two weeks otherwise this amount may be deducted ~~therefrom~~ from
my salary.
3. I have pending imprest of Rs. _____ against
my name .
4. Sanction for this purchase has already been obtained.

Signature _____

Name _____

5. Recommended for issue of an imprest of Rs. _____

Signature of office in-charge _____

Name _____

6. Approved an imprest of Rs. _____

Principal
Govt. Polytechnic College
Mohali (Khunimajra)

7. Received a sum of Rs. _____

Signature of receiving officer _____

Name _____