



School of Planning and Architecture, Bhopal
योजना एवं वास्तुकला विद्यालय भोपाल
(An Institution of National Importance of Ministry of Education, Govt. of India)
(राष्ट्रीय महत्व का संस्थान, शिक्षा मंत्रालय, भारत सरकार)

Form-3: Settlement of Imprest for Minor Works

1. **Name of Imprest Holder:**

2. **Amount of Imprest:**

3. **Request received from:**
(Attached Form-2)

4. **Action taken on Request No. _____ dated _____**

Signature of Requestee: _____

A. Procurement of Materials (if not available in Stores):

Work executed by: _____ Checked by: _____ Approved by (Requestee): _____

Remarks (if any):

5. Expenditure Details:

i. Manpower charges (if additional staff engaged): _____

ii. Transportation charges: _____

iii. Other expenses (specify): _____

iv. **Total expenditure:** _____ (Enclosed Imprest Form with bills)

Submitted by (Imprest Holder): _____

Checked by: _____

AD (P&D) / AD (E&S)

Dean (P&D)