



# Cash Advance Settlement Form

University College of Matara  
690, Tangalle Road, Meddawatta, Matara

Advance No

Receiver's Name: - .....

Designation: - .....

Reason for Advance Taken: - .....

.....

Amount of Advance Received:- Rs.....

Expenditure Amount (Attached Bills):-Rs..... (See next page for Bill Summary)

Balance Amount (Attached Cash Receipt):- Rs..... Cash Receipt No.....

Date:-.....

To Head of the Division,

I herewith certified that attached bills & documents are correct, fair and reasonable. These goods are entered in Inventory/Stock book page/s no..... page numbers entered in bills also.

.....

Cash Advance Receiver's Signature

## Head of the Division

I Certified above expenditures are correct, fair and reasonable. All bills are certified by the cash advance receiver. Goods are entered in Inventory/Stock book. Herewith I'm recommended to settle the advance.

.....

Signature of the Head of the division

Recommended By:- .....(Assistant Registrar)

Approved By:- .....(CEO/Director)

Checked By:-.....(Management Assistant)

Certified By:-.....(Assistant Bursar)

P.T.O for Cash advance Rules, Regulations & Instructions

## **Cash advance Rules, Regulations & Instructions**

01. An advance can be requested only by course coordinators, instructors, executive officers and maintenance technician.
02. It's important that advance should be request only for urgent essential needs with estimate cost of required quantities.
03. All the relevant documents should be produced prior to two days of required date of the advance.
04. Minimum three quotations must be produced if the goods value is exceed Rs.5,000.00 of purchased item by the advance.
05. The relevant documents must be produced to the accounts division with the approval of Chief Executive Officer as soon as the task is over of the advance requested or within 14 days (Including Holidays).
06. Bills of the rented vehicles and three-wheeler payments must not be settled by the advance without prior approval of Chief Executive Officer.
07. It's important to request one advance at a time and should not request another advance without settling the previous advance.
08. The maximum amount of advance that can be applied per person per time is Rs.20,000.00
09. If there is a failure of resettlement within 14 days the advance amount will be deducted from the salary of the person who has obtained the advance.
10. The original bills should furnished to settle the advance with the inventory or stock book page numbers and signature of the person who has obtained the advance & relevant head of the division.

## Bill Summery

<b>Bill No</b>	<b>Date</b>	<b>Supplier Name</b>	<b>Amount Rs.</b>	<b>Inventory/Stock book Page No</b>
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20		<b>Total</b>		

.....  
Cash Advance Receiver's Signature

.....  
Signature of the Head of the division