

Institute of Biochemistry, Molecular Biology and Biotechnology
University of Colombo

Date:

Deputy Bursar
IBMBB

Through: Director/IBMBB

Settlement of Advance

Please make necessary arrangements to settle the following advance obtain by me.

Name & Designation of the Recipient:

Advance Amount taken:

Purpose of Advance taken:

.....
.....

Settlement of Expenditure

Bill No.	Description	Total Amount
1.		
2.		
3.		
	Total	
	Advance Taken	
	Excess to be Refunded/(Deficit to be Reimbursed)	

Duly certified/ recommended bills and other relevant documents are attached herewith.

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Signature of the Recipient

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Senior Assistant Registrar
IBMBB