

Wayamba University of Sri Lanka
Request for an Advance Payment

1. Cash Advances is paid only to the Heads of the Departments.
2. Realistic estimate should be attached with the advance request.
3. Cash Advance will be paid on immediate day, before the activity.
4. Advances, already taken should be settled before making another advance request. If not, Vice-Chancellor's approval should be taken giving reasons.
5. Cash advance to be paid for one supplier (sole proprietor, due to applicability of WHT) is limited to Rs 50,000 as per the decision number 65.11 taken at the 66th Audit Committee held on 15.03.2019

The Bursar,
Wayamba University of Sri Lanka, Kuliyaipitiya.

Date:

I shall thank you to kindly pay in advance a sum of Rs. to me/M/S for the purpose of

Indent No :

I hereby guarantee the settlement of this advance within (*) Dates by submission of the necessary invoices together with the inventory service certificate and the Shroff's receipts for the refund of any balance. If not settled within the stipulated period, I hereby grant my consent to deduct the advance amount from my salary.

Name :

Name :

Signature of Head of the Department
(Official Stamp)

Signature of Designated Recipient

Payment Approved,

.....

* Vice Chancellor ** Dean ** Registrar ** Bursar

*(Cash advances above Rs.15,000/-)

** if Applicable only

(*) Advance settlement period

Indent Advance	Research Advance	Special advance on ad-hoc payments	Miscellaneous advance
within 15 days (Cheques to be handed over to the supplier on collection basis only)	within 30 days	within 21 days	within 10 days

ACKNOWLEDGEMENT

(The recipient of the advance is kindly requested to obtain this acknowledgement from the Accounts Branch at the time of handing over the documents in settlement of the advance taken.)

The Head,
Department of

Settlement of Advance of Rs

This is to acknowledge the settlement of the above advance.

a) Settlement of expenditure with invoice for or Rs.

b) Balance refunded Shorff receipt No..... or Rs.

Total _____

Date:

Serial No:

Journal No:

Dept. Of Financial Administration
Wayamba University of Sri Lanka

Subject Clerk:

Code: