



Maharaja Agrasen College
Vasundhara Enclave, Delhi - 96

FORM No. - I

(to be filled by accounts office)

Bill Entry No: _____

Received On: _____

by Processing Assistant On:

(to be filled by accounts office) Voucher No. _____

Budget Head: Maintenance A/c (_____)

Dev. A/c Student Societies Fund

Bill Details:

S.No.	Bill No.	Bill Date	Vendors Name	Amount Claimed (₹)	Amount Cleared (₹) (to be filled by A/c office)
Total (₹)					

Total number of pages attached with the Form - I : _____

Check List - Documents Attached: (* Original Copy)

- | | |
|---|---|
| *Requisition (Duly Approved) : Yes / No | Letter for Inviting Quotations : Yes / No |
| Minutes of the Purchase Comm. : Yes / No | *Comparative Statement : Yes / No |
| *Purchase Order : Yes / No | *Signed Quotations : Yes / No |
| Stock Entry (if applicable) : Yes / No | *Bill (Amount Verified) : Yes / No |
| *Satisfactory Work Done Report : Yes / No | *Joint Certificate : Yes / No |

_____ Bills Submitted by (Signature)

Remark(s), if any, (by Accounts Office):

(If the bill is sent back for corrections etc.)

Received by, Name : _____ Signature: _____ Date: _____

Resubmitted for Processing : _____ Date : _____
(Received by A/C Office)

Remark(s), by Accounts Office:

◆ **Payment Order:**

The bill, attachments are in order. The bill is due for payment.			
_____	_____	_____	_____
S.O. Accounts	A.O.	Bursar	Principal

◆ **Payment Details:**

i) Cheque drawn in favour of: _____ Amount: _____

Cheque No. _____ Date: _____

Cheque Received By: _____ Signature: _____ Ph. No.: _____

PAN No. (of the company): _____

If ECS:

Bank: _____ Bank A/C No: _____ IFSC Code: _____

ii) Cheque drawn in favour of: _____ Amount: _____

Cheque No. _____ Date: _____

Cheque Received By: _____ Signature: _____ Ph. No.: _____

PAN No. (of the company): _____

If ECS:

Bank: _____ Bank A/C No: _____ IFSC Code: _____