



COMSATS University Islamabad (CUI), Lahore Campus

Defense Road, Off Raiwind Road, Lahore

UAN:042-111-001-007 Ext-818-819 Tel; 042-99204779

Advance Adjustment Form

CUI-LHR-/ACC/ADVADJ/01

Date: _____

I _____ designation _____ have taken an advance of Rs. _____ (in words) _____ on account of _____

The adjustment of the same along with receipt (s) is detailed below

Sr. No	Description	Quantity	Amount (Rs.)
1			
2			
3			
4			
5			
6			
7			
Grand Total:			
(In Words):			

Submitted by: _____

Verified by HoD/Incharge _____

Designation: _____

Department: _____

.....
[For official use only]

Internal Audit Section

Checked By : _____

Signature: _____

Advance (Rs.): _____ Expenses (Rs.): _____ Balance (Receivable/ Payable): _____

Advance adjusted by: _____ Date: _____ Reference # (if any) _____

Finalized by:

Approved by:

Name: _____

Name: _____

Signature: _____

Signature: _____