ORGANIZATION OF ISLAMIC COOPERATION (OIC)

ISLAMIC UNIVERSITY OF TECHNOLOGY (IUT)

DHAKA,BANGLADESH

REQUEST FOR ADJUSTMENT AND/OR RE-IMBURSEMENT FOR OFFICIAL PURCHASE/EXPENSE

SL.	DATE	PARTICULARS OF EXPENSE/PURCHASE	TAKA	
		TOTAL PURCHASE/EXPENSE=>		
		Advance paid (CV/PCV No. dt.)		
		Unspent money refunded (RV No. dt.)		
		Reimbursement claimed		

Purpose of Expense/Purchase:.....
.....
.....

Name:..... Signature:.....

Position & Dept/Office:..... Date:.....

Head of Dept./Office; Signature:..... Date:.....

CHECKED

DEPUTY COMPTROLLER Signature :..... Date:.....

RECOMMENDED

COMPTROLLER Signature:..... Date.....

INTERNAL AUDITOR Signature:..... Date:.....

PRO-VICE CHANCELLOR Signature:..... Date:.....

APPROVED

VICE CHANCELLOR Signature:..... Date:.....