**Uva Wellassa University**

**Settlement of Cash Advance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name :- |  | | | Ledger No:- |  |
| Voucher No:- | |  | |  |  |
| Date Advance Obtained:- | | |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Description** | **Amount** | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Total** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Amount of Rs. |  | obtained as advance and it was spent as above (Relevant | | |
| Bills and supporting documents are attached) | | | | |
| (I) Receipt for balance amount of Rs. | | |  | Attached. |
| (II) Please make arrangement to reimburse the additional amount spent. | | | | |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Date |  | Signature |
|  |  |  |
| Certifying Officer |  | Approving Officer |

|  |  |  |  |
| --- | --- | --- | --- |
| **No. Code** | **Description** | **Debit** | **Credit** |
|  |  |  |  |

Uva Wellassa University, Passara Rd, Badulla.

Tel. 055-2226400, Fax 055-2226370