**Uva Wellassa University**

**Settlement of Cash Advance**

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

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

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| --- | --- | --- |
| 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. |

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

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

Uva Wellassa University, Passara Rd, Badulla.

Tel. 055-2226400, Fax 055-2226370