

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES NAGPUR**  
**DEPARTMENT OF \_\_\_\_\_**

To,  
 The Director,  
 All India Institute of Medical Sciences  
 Nagpur

**Subject: Submission and recoupment/settlement (as the case may be) of the receipts/bills for the received IMPREST fund-Regarding**

Madam,

With reference to the above, I herewith submitted 08 (Eight) original bills/ receipts on account of various spending for the total amount of Rs. 2,500/- (Rupees Two Thousand Five Hundred only/-). The statement of account with particulars of each purchase is submitted with this letter for your kind perusal. The details are given under:

Particular	Amount (Rs.)
1. Previous Imprest Available	0/-
2. Imprest Sanctioned	15,000/-
3. Expenditure Incurred as on	2,500/-
4. Cash in Hand/ deposited in bank	12,500/-

Kindly recoup/ settle (as the case may be) in favour of \_\_\_\_\_.

Account details (compulsory) \_\_\_\_\_

Thanking you.

Yours sincerely,

**Mr. XYZ (Imprest Holder)**  
**Designation**  
**Department**  
**AIIMS Nagpur**

**Mobile number:**

**Encls.**

- Number of bills/receipts \_\_\_\_\_
- Statement of Expenditure of Rs. 2,500/-
- Allocation sheet

<b>Name of Department</b>	<b>ABC</b>
<b>Name of The Imprest Holder</b>	<b>Mr. XYZ</b>
<b>Imprest Advance Sanctioned</b>	<b>Rs. 15000</b>
<b>Imprest Adjustment/Recoupment No</b>	

**Details of Expenses Made by Imprest from .....To.....**

<b>Sub Voucher No.</b>	<b>Particulars (Name of Items/goods/services)</b>	<b>Bill no. &amp; Date</b>	<b>Amount</b>	<b>Head of Account</b>
<b>Opening Balance</b>	<b>Cash in Hand as on .....</b>		<b>15000</b>	
1	Paid For printing items (details)	123/ 01-04-22	100	Printing
2	Paid For Stationary items (details)	2/ 03-05-22	300	Stationery
3	Paid For Medicinal items (details)	15/ 03-05-22	400	Medicines
4	Paid For Consumables items (details)	100/ 03-05-22	300	Consumables
5	Paid For printing items (details)	19/ 03-05-22	200	Printing
6	Paid For Stationary items (details)	12/ 03-05-22	300	Stationery
7	Paid For SPEED POST	18/ 03-05-22	500	Postage
8	Paid For Consumables items (details)	1/ 03-06-22	400	Consumables
	<b>Total Expenditure(Sub Voucher No 1 to 8 )</b>		<b>2500</b>	
<b>Closing Balance</b>	<b>Cash in Hand as on .....</b>		<b>12500</b>	

Rupees Two Thousand Five Hundred Only/-

**Signed & Sealed by Imprest Holder**

**Passed For Rs 2500 (Rupees Two Thousand Five Hundred Only)**

This is to certify that the sub vouchers No.....To..... are checked by the undersigned and expenditure made thereby is found to be reasonable & Justified. I hereby recommend Recoupment of Rs. .... against the above Imprest. Certified that purchase of this/these items/services is/are necessary requirement for official use and rates are reasonable as per prevailing market rates.

**Counter Signed by AO/DDO**

Allocation Sheet Against Imprest Adjustment from date..... to .....

Sl. No.	Head of Account	Amount
1	Printing	300
2	Stationery	600
3	Medicines	400
4	Consumables	700
5	Postage	500
	<b>TOTAL</b>	<b>2500</b>

Rupees Two Thousand Five Hundred Only/-

Signed & Sealed by Imprest Holder

Passed For Rs \_\_\_\_\_

Counter Signed by AO/DDO