

## **APPLICATION FOR IMPREST ADVANCE**

**(SUBJECT TO RECOUP BY SUBMISSION OF BILL)**

Sr. No.	Particulars	
1	Name of department	
2	Name of the official & designation	
3	Amount of Imprest required	
4	Purpose	Day to Day Petty Expenses
5	Previous Imprest outstanding with date	NIL
6	Bank details of Imprest Holder: Account Number IFSC Bank Name	
7	Issue in favor of (Name of Imprest holder)	
8	Mobile number	
9	Remarks (if any)	

Signature of Imprest Holder  
(With Stamp)

Certified that the amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_ ) has been sanction out of Rs.  
\_\_\_\_\_.

**Drawing & Disbursing Officer**

Note: Imprest will not be transferred from person to person it should be settled by Imprest holder if he is leaving the organisation.