



**Guidelines for Advance Settlement.**

- (1) *All vouchers need to be duly endorsed by the concerned person with seal and signature.*
- (2) *For any payment of **Rs 5,000/-** and above in cash Revenue Stamp of Re1 need to be affix in cash memo/money receipt.*
- (3) *For any advance drawn for specific purpose or event of the university, vouchers along with Statement of Expenditure to be submitted within **15(Fifteen) days** from the date of completion of event/purpose to the Finance Deptt. duly authorised by the competent authority.*
- (4) *Purchase of any item of Non-Consumable nature need to intimate to the **Stores & Purchase Deptt.** for necessary record in the stock registrar.*
- (5) *For reimbursement of Air Ticket bill(s) of any guest boarding pass need to be attached.*
- (6) *As per Govt. Guidelines GST invoice is required for every purchase(s).*
- (7) *For TA Claim of any guest will be as per Govt. of Assam TA Rules. Also use separate TA Claim Form for payment.*
- (8) *For any unspent amount, please issue a cheque in favour of **Cotton University.***

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