

KARNAPHULI PAPER MILLS LIMITED
CHANDRAGHONA

Ref. No. PO/L-123/

Dated: _____

SUB: ADVANCE ADJUSTMENT BILL.

The undersigned draw an advance of Tk. _____ (Tk. _____)
Vide PV/PCV No: _____ Dated: _____ in cash/by cheque favouring _____
_____ as per approved Order No. _____ Dated: _____
and spent total Tk. _____ only as mentioned below as per _____ Nos.
supporting papers (cash Memo, Paid Bill, Quotation, Certificate, MRR, Challan etc) enclosed
herewith.

SI. No.	Ref. of Document		Party/Particulars	amount Spent	MRR		Remarks
	Number	Date			Number	Date	

Total Amount spent: Tk. _____
Less Advance drawn Tk. _____
Net refundable/Receivable Tk. _____

Refunded Vide
CMR No. _____ DT: _____

It is declared that materials have been purchased on lowest possible price after verifying market and obtained quotation as per committee report enclosed herewith.

It is requested to kindly accord approval for expenditure of Tk. _____ as above in order to adjust the advance reimburse the excess spent amount of Tk. _____ only.

Head of Deptt.

Signature: _____
Name: _____
Designation: _____
Department: _____

Approved subject to Clearance of
Accounts.

MANAGING DIRECTOR

Checked and recorded Tk. _____ (Tk. _____)
Vide A.A.R. P/S. _____ for adjustment against advance draw as above.

Dealing Officer

Dy. Chief Accountant

Mr. _____ Designation _____ Deptt. _____
His bill for Tk. _____ has been adjusted for Tk. _____ Vide A.A.R.
P/S _____ against his advance of Tk. _____ draw on. _____

Note: A.A.R. (Accounts Adv, Register)
P/S (Page SI. No. _____)

Dealing Officer
Accounts Deptt, KPM LTD