

Imprest Form (Updated on 20.08.2021)

**(In the case of Online Filling, Press Ctrl + S to save the form & no need for the signature.)
(If filling hard copy- Please make two copies, one stays with accounts & one with the originator.)**

- Note:- 1. This form is used everywhere for any & all advance against expenses to be done.
2. Accounts will not issue any type of advance without this form.**

Section 1:-

Employee Name: Employee Code:

Designation: Department:

Contact No.: Date:

Particulars	Lump sum advance amount	Proposed due date to settle the advance with actuals. (Must be within a week)
Total		

- I shall be fully responsible to settle the actual expense amount with accounts, immediately once expenses were done.

Employee Signature:

- (For all Junior Staff) - Please forward this form to Section 2A.
- (For HOD's) - Please forward this form to Section 2B.

Section 2A- Concern HOD:-

Provisionally Approved Disapproved

Provisionally Approved Amount:

Name: Department:

Remark (If any):

1. If disapproved, please send it back to the originator.
2. It is certified that the above request is verified by me and the transactions to be done are genuine.

Signature: Date:

- Please forward this form to Section 3.

(P.T.O)

**Section 2B: HR Head (For all HOD's except HR Head)/
Management (For HR Head):-**

Approved Disapproved

Approved Amount:

Remark (If any):

Name: Sign: Date:

1. If disapproved, please send it back to the originator.
2. If approved then forward this form to Section 3.

Section 3: Release of money by Accounts Head:

Released Amount: Released Date:

- I have released the said amount to the originator of the form.
- I have noted the settlement date and put a reminder.

Name:

Designation:

Signature:

Date:

On Closing Date for Accounts Head:

- The form is closed with following:

Amount: Credit Debit

Name:

Designation:

Signature:

Date:

----- End of Form -----