

Date: 18/07/2024

To,
The Principal,
SYCET (Poly.),
Chh. Sambhajinagar

Sub: Regarding advance clearance

Respected sir,

With reference to above subject, I Mr. V. A. Dahifale (RAC Incharge) taken advance of Rs. 3000/- for RAC tea arrangement for RAC committee members, following details of expences given below.

Sugar -	480/- (12kg)
Tea powder -	520/-
Milk pouches -	1260/- (21 days*2 (morning + Afternoon)*30 per pouch)
Tea cup	410/-
Lock -	460/- (10 small locks + 02 big locks)
Damper pads	150/- (05 pads * 30)
Total -	3,280/-

Advance taken Rs. 3,000/-

Expenses Rs. 3,280/-

1
forwarded to CEO sir for approval

Off
18/7/24

[Signature]

RAC Incharge
(Mr. V. A. Dahifale)

2
settle bills against advance paid.

[Signature]
19/07/24

[Signature]
20/07