



**Advance Clearance FORM – SG16**  
**Indian Institute of Technology Kanpur**  
**Students Gymkhana Account**



Name of Council/Cell:		Name of Club/Head:	
Name of Executive:		Name of Coordinator:	
Roll No.		Roll No.	
Contact no.		Contact no.	

Date	Bill /VR. No	Brief Particulars of Transaction	Amount (In ₹)
		Total:	

**In case of expenditure below ₹25,000:**

"I am personally satisfied that these good purchases are of the requisite quality and purchased from a reliable supplier at a reasonable price "

**In case of expenditure above ₹25,000 and below ₹2,50,000:**

The LPC form has to be attached along with this form.

Chairperson/President/General, UG, PG- Secretary	Chairperson, Students' Senate (Only in Case of Senate Seed Fund)	Faculty Counsellor

To be filled by Finance Convener / FC Member

Amount of Advance Taken:	Date of Advance:	Expenditure Incurred:	Balance of Advance:
Balance in Club/Head:	Balance in Council/Cell:	Remarks (if any):	Verified for ₹:

Gymkhana Office	Finance Convener