

# PAYMENT FORM

Central University of Tamil Nadu  
Thiruvarur - 610 005.

Department / Section / Cell : \_\_\_\_\_  
Sanction order number : \_\_\_\_\_  
Sanctioned amount (A) : \_\_\_\_\_  
Total claim in this payment form (B) : \_\_\_\_\_  
Balance payment, if any to submit (A-B) : \_\_\_\_\_  
Excess payment, if any claimed (if B>A): \_\_\_\_\_  
(if invoice value exceeded the sanctioned amount or prior sanction is not obtained; provide justification for excess expenditure)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Details of Invoice :

Invoice No. / Date	Description	Amount
<b>TOTAL</b>		

(Provide separate enclosure if number of bills/invoices are more than one)

- Made necessary stock entry against each item in the bill/invoice and certified in the invoice/bill.

Encl: (strike whichever is not applicable)

1. List of Bills/Invoices if No. of bills more than one
2. Certified original Invoice/bills
3. Certified installation Certificate, if any
4. Certified warranty Certificate, if any
5. Certificates as per GFR, if any
6. Copy of Sanction order / approval

**Signature of claimant**

Comments/Recommendation of Dean / Head of Dept. / Section Head (as applicable) and forwarded to Purchase section /Account's section

**Head**

**Dean/Registrar**

Print back and back

**(for Purchase & Stores use only)**

Verified

- Sanction order Number
- Necessary stock entry made in University Register
- Performance Security has been received and is with Purchase or transferred to Finance Section (ION No.) \_\_\_\_\_ dt. \_\_\_\_\_
- EMD returned for all the vendors who participated in the Tender

Enclosed

- Copy of note sheet - approval for this indent
- Copy of PO
- Copy of Warranty Certificate

Performance Guarantee details \_\_\_\_\_

Payment Clause (Full payment or part payment) \_\_\_\_\_

If part payment, probable date of remaining payment:

\_\_\_\_\_

LDC/UDC

Assistant/SO

Officer in charge

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**For Accounts Section only**

Sanction Accorded : \_\_\_\_\_

Already paid against sanction: \_\_\_\_\_

Now Processed : \_\_\_\_\_

Verified bills/invoices are as per approval and PO/WO and found in order.

Passed for payment of Rs. \_\_\_\_\_ to \_\_\_\_\_

under head of account \_\_\_\_\_

**UDC/LDC**

**SO**

**AR**

**FO**

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Payment Transaction details:

Payment advice sent to \_\_\_\_\_