



**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**  
**ROORKEE- 247 667**

**REQUEST FOR ADVANCE**

**TYPE- B:- LETTER OF CREDIT (LC) / WIRE TRANSFER**

1.	Name		
2.	Employee No		
3.	Designation		
4.	Department		
5.	Purpose of advance		
6.	Account booking code/ Budget code/ Project code		
7.	Vendor Bank account details	Firm/Vendor Name	
		Address	
		Bank Name & Branch	
		Account No./IBAN	
		IFSC/SWIFT Code	
8.	Amount of advance required	PO No. & Date	
		Item Description	
		LC/Wire Transfer Amount	
		Expected Invoice Date	
		Expected LC Maturity Month	

**UNDERTAKING:**

- a. I undertake that the LC/Wire Transfer is an institutional payment and not a personal advance. I shall submit all required documents (invoice, shipping documents, stock entry, utilization certificate, and bill verification, etc.) to Finance & Accounts Office through Materials Management Section within 30 days of payment/maturity.
- b. In case the advance related to LC/Wire transfer is not adjusted within the prescribed time limit, no further advance shall be issued to the concerned department/ employee until the pending advance is duly settled.

**INSTRUCTIONS FOR ADJUSTMENT OF ADVANCE**

- (i) Account of advance with all related vouchers should be submitted through Head of the Department/Section within the time limit prescribed.
- (ii) Before giving second or further advances, the accounts office will check the status of previous unadjusted advances. The decision of the Dean Finance/ Higher authority regarding sanctioning / not sanctioning further advance will be final in this regard.
- (iii) Time limit for adjustment of LC/ wire transfer advances: 30 days from the date of invoice/ bill/ wire transfer

(Signature)

(Recommendation of the head of the department)

Approval of Competent Authority

**SPACE FOR FINANCE/SRIC/PAYING AUTHORITY**