



Your Dreams Our Goal
POORNIMA
UNIVERSITY

E15A

Member of Association of Indian Universities & Approved by UGC (Govt. of India) under 2(f) & 12(B)

PRE FINANCIAL APPROVAL FORM FOR EVENT/ACTIVITY

(To be approved before commencement of activity)

Date: _____

Principle approval for activity [example – conference, seminar, workshop, SPL, Expert Lecture]

Objective of Activity _____

Organizing Faculty / Departments: _____

Proposed day & date of activity: _____ Proposed Venue: _____

Name of coordinator _____

Mobile No.: _____ Poornima Email ID: _____@poornima.edu.in

Will there be any funding from government bodies? Yes No, if yes, please attach details

Will there be any funding from private organizations? Yes No, if yes, please attach details

This activity/ event will benefit _____ (No. of Students) of _____ (Class) and _____ (No. of Faculty).

(kindly attach detailed document having clarity on objective of the activity, and proposed outcome)

STATUS OF UTILIZATION OF BUDGET AFTER COMPLETION OF ACTIVITY IS AS UNDER:

1. Allocated Budget Amount	Rs.
2. Budget already Utilized (Expenditure made)	Rs.
3. Budget available (1-2)	Rs.
4. Proposal for further utilization of budget (\pm 20%)	Rs.

Entered in Department Register at Page No. _____, Entry No. _____

Name & Signature
of Coordinator

Name & Signature of
HOD/Dean for recommendation

Name & Signature of
Dean, IQAC

Signature of
Finance Department

Signature of
Registrar / Pro-President

Signature of
President, PU



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REIMBURSEMENT FORM FOR EVENT/ACTIVITY

(To be submitted within 7 days after commencement of activity)

Name of Expert: _____ Organization: _____ Experience: _____

Topic: _____

Date & Time _____ No. of Hours: _____ No. of Students Attended: _____

Expenditure: _____ /per hr. Conveyance _____ /per day.

PAN No. _____ Aadhar No. _____

Furnish Bank Account details of expert along with this form:

NEFT : A/c No. _____ IFSC Code _____

Name in A/c _____ Bank Name _____

STATUS OF UTILIZATION OF BUDGET IS AS UNDER:

1. Allocated Budget Amount	Rs.
2. Budget already Utilized (Expenditure made)	Rs.
3. Budget available (1-2)	Rs.
4. Proposal given for utilization of budget	Rs.
5. Expenditure incurred & payment to be made	Rs.

Entered in Department Register at Page No. _____, Entry No. _____

Name & Signature
of Coordinator

Name & Signature of
HOD/Dean for recommendation

Name & Signature of
Dean, IQAC

Signature of
Finance Department

Signature of
Registrar / Pro-President

Signature of
President, PU



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DEPTT. BUDGET UTILIZATION LEDGER ACCOUNT FORMAT

Session 20__ - 20__

Department of _____

Budget Utilization Ledger Account of (Name of Budget Head)

Budget Allocated (In the above mentioned head) _____

S. No.	Date	Expenditure Details, Bill No., Name of Party	Amount of Expenditure	Balance Amount	Signature of HOD / Officer In-charge	Signature of CF & AO
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AGREEMENT WITH POORNIMA UNIVERSITY

Agreement No: YEAR / MONTH / DATE / S.NO.

Date:

NOTESHEET

Subject: Regarding agreement between Poornima University and _____

Herewith enclosed the agreement between Poornima University and _____ which is found appropriate for carrying out the work as mentioned in the agreement attached as annexure 1.

The Highlight of the Agreement are:

S.No.	Head	Details	Remark
1	Validity & Duration of Agreement		
2	Total Cost		
3	GST Rate		
4	GST Number		
5	Name of PAN account holder		
6	PAN Number		
7	Frequency of Invoicing (in days - 30/60/180/360)		

Please Ensure:

1. Full & final settlement of finances must be done within 15 days of the completion of activity or 15th March which ever is earlier.
2. TDS will be applicable as per Income Tax norms.

Name & Signature of
HOD for recommendation

Name & Signature of
Dean for recommendation

Signature of
CF & AO for Approval

Signature of
Registrar for Approval

Signature of Pro-President with Remarks

Signature of President, PU with Remarks