



Wayamba University of Sri Lanka Kuliyapitiya

Serial No

Request for an Advance Payment

(To be Submitted in duplicate)

The Bursar ,
University of Wayamba,
Kuliyapitiya.

Date

I shall Thank you to kindly pay in advance a sum of Rs.to
me / M/ S

Indent No Account Code

I here by guarantee the settlement of this advance within(*) Dates by submission of the
necessary invoices together with the inventory service certificate and the shroffs receipts for the
refund of any balance.

.....
Signature of the Head of the Department
(Stamp)

Payment approved ,

.....
** Vice Chancellor **Dean **Registrar ** Bursar

*Indent advance: within 15 days (Cheques to be handed over to the supplier on
Collection basis only)

Research Advance : within 30 days

Special Advance on ad-hoc payments : within 21 days

Special Advances within 07 days

** If applicable only

ACKNOLEDGEMENT

(The recipient of the advance is kindly requested to obtained this acknowledgement from the Accounts
Branch at the time of handing over the documents in settlement of the advance taken .)

The head ,
Department of

Settlement of advance of Rs.....

This is to acknowledge the settlement of the above advance.

a) Statement of expenditure with invoice for Rs.

b) Shroff receipt No.....for Rs.....

Total

Date :
Dept .of Financial Administration
University of Wayamba .

Subject clerk :
Code :