

Wayamba University of Sri Lanka

(Office Copy)

Serial No :

SERVICE CERTIFICATE

1. Department..... Indent No.....
2. Name of the Supplier
3. Invoice / Receipt Nos. and Date.....
4. Value as per Indent.....
5. Value as per Invoices
- (Reasons for any differences)
6. Whether any advance payment was made on this indent and if so:
The date of Payment:..... Date of receipt of Service.....
- 7.

	SERVICE RECEIVED	Qty.	Total Price (Including taxes)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

8. Name Designation & Signature of receipt of the department:

.....

Date

.....

Designation

.....

Signature

I have certified that the service have been satisfactorily rendered.

That the advance payment of Rs Obtained for this purpose has been fully utilized / partly Utilized and the balance of Rs. Has been refunded to the Shroff, University of Wayamba(Vide : Receipt No) and the suppliers invoices are attached herewith)

Date:

Recommended For Payment

.....
Registrar / Bursar / Dean

.....
Head

Department of.....

Receipt of Service rendered satisfactorily and the Dean / Head of Department has recommended the payment.

.....
Subject Clerk of the recipient Dept.
Wayamba university of Sri Lanka.