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| **LIQUIDATION REPORT** |
| Name of Publication | No.: |
| Date:  |
| **PARTICULARS** | **AMOUNT** |
|  |  |
| **TOTAL AMOUNT OF CASH ADVANCE** |  |
| **TOTAL AMOUNT SPENT** |  |
| **EXCESS OF CASH ADVANCE/ (DISALLOWED EXPENSE)** |  |
| **Certified:** Correctness of the above dataSignature over printed name of Editor-in-chief | With the knowledge of AdviserSignature over printed name of Adviser | **Certified:**Purpose of Cash AdvanceDirector, Student Affairs and Services |
| **Audited:**In-charge, Fund Management ofStudent Councils and Publications |

***To be filled out by SAS/SPU staff:***

Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Required Attachments:

Status of Liquidation:

* Approved
* Disapproved

Reason/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

*In-charge, Fund Management of*

*Student Councils and Publications*

* Resolution/ Request Letter on The Conduct Of Student Activity (TSU-SPU-SF-12)
* Cheque Voucher
* Photocopy of Cheque
* Summary of Expense (TSU-SPU-SF-24)
* Cash Advance Disbursement Voucher (TSU-SPU-SF-23)
* Receipts with ID (*authorization, if any*)
* Supporting Documents
* Certification (*if no budget used*)
* Deposit Slip (*if any*)