|  |  |  |
| --- | --- | --- |
| **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 data  Signature over printed name of Editor-in-chief | With the knowledge of Adviser  Signature over printed name of Adviser | **Certified:**  Purpose of Cash Advance  Director, Student Affairs and Services |
| **Audited:**  In-charge, Fund Management of  Student 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*)