



OFFICE OF THE DIRECTOR INTERNAL AUDIT
SHAHEED BENAZIR BHUTTO UNIVERSITY

SHERINGAL UPPER DIR KHYBER PAKHTUNKHWA

☎:0944-885414

☎:0944-885805

🌐: www.sbbu.edu.pk

Ref No: 24-11443

Date: 16-01-2024


Subject: DETAILED SUMMARY OF EXPENDITURES FOR PAYMENT
ADJUSTMENT

It has been observed that the bills for payment and adjustment of advances etc, are sent to the Treasurer/Audit offices without preparing detailed summary of bills to be paid, and only loose bills are attached to claims for payment/adjustment of advances, by the departments/advance holders.

This creates unnecessary problems in reconciliation of amounts claimed for payment/adjustments with the bills/invoices attached and resultantly causes delay in settlement of claims.

A Proforma is sent herewith, which may be filled properly by the departments/advance holders and relevant bills/invoices with the page number on each bill/invoice be attached to the claims in all future cases sent to Treasurer/Audit offices.

This is issued with the approval of Vice-Chancellor.


Dy. Director Internal Audit

Copy to: -

1. PS to Vice-Chancellor
2. Treasurer
3. All Heads of Teaching/Admin Departments/Sections
- ✓ 4. Website In-Charge (For Uploading on Website)
5. Record File


Dy. Director Internal Audit

To
The Treasurer
S.B.B.U Sheringal

Subject: Details of bills for payment Adjustment of advance for Rs, _____ on
account of, _____

Dear Sir,

The following bills are enclosed for arranging payment/adjustment of advance on account of the above subject.

S.No	To whom paid	Bill/Invoice date	Amount/ Rupees	Page # at which bills are attached	Head of Account
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					
16					
17					
Total					

Name: _____

Designation: _____

Signature: _____

Date: _____