

UI/FIN/CASH ADVANCE

**UNIVERSITY OF IBADAN
CLEARANCE OF OFFICIAL SALARY ADVANCE**

NAME..... DESIGNATION..... PFNO:
(SURNAME FIRST)

DEPARTMENT

		N	K
AMOUNT ADVANCED			
P.V.NO.:			
EXPENSES INCURRED			
<u>Expenditure Headings</u>	<u>ACCOUNT CODE</u>	N	K
1. Vehicle running cost (petrol, oil Lubricant, etc)			
2. Maintenance/Repair of Vehicle			
3. Transport and feeding Car Hire Air Ticket Night Allowance			
4. Purchases (attach invoices and receipts)			
5. Entertainment			
6. Telephone and Postages			
7. Computer Expenses (Accessories and Repairs)			
8. Printing and Stationery			
9. Office and General			
10. Maintenance of Building			
11. Maintenance of Equipment			
12. Maintenance of Furniture and Fitting			
13. Honourarium			
14. Miscellaneous			
TOTAL EXPENDITURE (B1-B14)			
OVER/UNDER EXPENDITURE			
1. Balance due to claimant			
2. Unspent Balance paid to University Receipt No.: Date:.			
GRAND TOTAL			

I certify that this expenditure was incurred by me while on duty for the University of Ibadan

Claimant's Signature:..... Date:.....

Head of Department's Signature:..... Date:.....

Bursar/Accountant's Signature:..... Date:.....