

**SUMMARY FORMAT FOR FINANCE**

**COLLEGE NAME**

**PROGRAM NAME**

**DATE:-**

<b>S. NO</b>	<b>Vendor Name</b>	<b>Particulars of Bill</b>	<b>Place Name</b>	<b>Bill Date</b>	<b>Bill no.</b>	<b>Amount (In Rs.) to be paid</b>
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**College Expenditure List (A)**

1	College Name	Stationary				
		Video & Photography				
		Lunch				
		Certificate Printing				
		Local Travel				
		Boque & flower				
		Canteen & Food				
		TA of Experts If paid by college				
		Other expenditure				
...						

**Total-1**

**Experts Expenditure (B)**

2	First Expert Name	Remmuneration				
		TA				
		Boarding Pass Details				
	Second Expert Name	Remmuneration				
		TA				
		Boarding Pass Details				
	Third Expert Name	Remmuneration				
		TA				
		Boarding Pass Details				
	Any other expert	.....				
		.....				

**Total-2**

**Accommodation Expenditure (C)**

3	Hotel Name	Expert Name				
4	Hotel Name	Any other expert				
		.....				
		.....				

**Total-3**

**Grand Total (1+2+3+4+.....)**

**Program Coordinator Name:-**

**Program Coordinator Number:-**

**Program Coordinator Signature:-**