

On College Letter Head

Name of Event:

Date / Duration of Event:

Party Name :- ABC	Amount (Rs.)
Invoice Amount	*****
-Less TDS (mention under which section deduction is made and % of deduction)	****
Net Payable Amount	*****
Amount Paid by Cash/Cheque no.	

Signature of Convener

Signature of Head of College

Name of Convener

Name of Head of College (with stamp)

Date:

Date: