

**BITS, PILANI - K. K. BIRLA GOA – CAMPUS**  
**FACULTY AFFAIRS DIVISION (FAD)**  
FORMAT FOR FORWARDING BILLS TO FINANCE DEPARTMENT

Date:

Name of user:

Department:

Project Title:

Agency Name:

Bill details:

S. No.	Name of the party	P.O. No.	Bill no.	Bill Amount	Advance Paid if any

Remarks if any :

Budget Head	Budgeted amount	Bill amount	Balance as on date

Signature of the User/PI

HOD

Associate Dean (FAD)

Dean Administration

Director

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- If the amount (X) is less than equal to Rs. 10,000, the signatures from the Dean Administration and the Director are not required.
  - If the amount (X) is greater than Rs. 10,000 but less than equal to Rs. 1,00,000, the signature from the Dean Administration is required, the Director's signature is not required.
  - If the amount (X) is greater than Rs. 1,00,000, the signatures from both the Dean Administration and the Director are required.