



Ref: SPAV/R/13/Imprest/2022-23

Dt.04.04.2022

OFFICE ORDER

Sub.: Sanction of Imprest and guidelines for expenditure.

In exercise of the powers vide GFR-323, the Director, SPA Vijayawada is pleased to sanction an "Annual Cash Imprest" to the following Faculty and Non Teaching Employees for meeting their day to day petty, contingent and emergent expenditure subject to the following conditions:

1. The Imprest money should be utilized for contingent and emergent day to day expenditure related to procurement of stationery, spare parts, repair and maintenance, cleaning material and refreshment & hospitality expenditure for meetings, visitors, etc.
2. The Faculty / Officer of the Department in whose name the imprest is sanctioned is authorized to incur petty expenditure from out of their Annual Cash Imprest up to the limit of Rs.5,000/- in "each case" on felt-needs i.e. The value of each bill shouldn't be more than Rs.5,000/- They are responsible and accountable for the expenditure.
3. The expenditure incurred from the imprest should be to a maximum limit of sanction. It should not cross the amount of advance sanctioned. The imprest may be recouped at frequent intervals.
4. The Faculty / Officer of the Department shall submit the bills for recoupment at frequent intervals before spending the entire amount sanctioned. The recoupment bill must contain all the associated cash vouchers, serially numbered and duly signed by the Head / Officer of the Department in whose name it is sanctioned.

The recoupment bill shall also contain a duly signed summary statement of expenditure in the following format:

Sl. No.	Bill No. Date	Purpose	Amount

5. Purchase of non-consumable items if any under emergency should be entered in the Department Stock Register with an intimation to Asst. Registrar (Stores & Purchase) for necessary entries in the Central Stock Register.
6. All concerned are requested to maintain a separate Stock Entry Register for consumable & non consumable items. These registers shall be subject to Internal Audit and audit by C & AG for check and verification.
7. The decision of the Director, SPAV shall be final and binding for the issues not covered in this office order.

This comes into force with immediate effect.


K.V.Uma Maheswara Rao
Registrar

Copy : All Concerned