



P&L Expenditure - Payment

Dr. PL Account No. _____; Head _____; Date _____

Purpose _____; 3 Quotations: ☐ Not Applicable; ☐ Applicable; ☐ Taken; ☐ Not Taken;

Expenditure authorized by: ☐ Board; ☐ MD; ☐ Mgr. Nature: ☐ One time; ☐ Recurring expenditure

Authorisation/Permission No. _____ enclosed herein.

Rs. _____ Rupees _____

paid to: (Vendor) M/s _____

_____ (Vendor's Name and Address)

Mr/Ms. _____ for onward payment to Vendor

Bill No. _____; dated _____; for Rs. _____

enclosed herein duly noting the payment details thereon. ☐ Service Tax Rs. _____ collected by

the Vendor and it is registered in the Service Tax Register. ☐ Certified that the expenditure incurred is

authorized, particulars registered in the PL Register vide. Regn. No. _____; the head of

account debited is correct.

Branch Manager

Batch/Scroll No.

Clerk

HOD/Br.Manager

Dr. PL Account No. _____; Head _____; Purpose _____

Post Disbursal Audit/Inspection Findings/Comments:

- ☐ The disbursal is in compliance with all the statutory/ regulatory provisions and bank's policies.
- ☐ The following irregularities are noticed and brought to the notice of the Branch Manager:

1.

2.

Concurrent Auditor/General Manager
