



धातुकर्म एवं पदार्थ अभियांत्रिकी विभाग  
Department Of Metallurgical And Materials Engineering  
भारतीय प्रौद्योगिकी संस्थान रुड़की/ Indian Institute of Technology Roorkee  
रुड़की/Roorkee - 247667, (उत्तराखंड/Uttarakhand)

Dated:

Dean Finance & Planning / SRIC  
Indian Institute of Technology Roorkee

Through: Head, Department of Metallurgical and Materials Engineering

Subject: .....

Please find the enclosed following voucher regarding the.....Work. The expenditure has been incurred by me. It is therefore requested that the vouchers may be passed and payment may be made in the name of undersigned.

S. No.	Particulars / Purchased	Bill No. & Date	Amount

The Total cost of the above purchase is Rs. \_\_\_\_\_.

Signature:

Name & Emp. No.: