

**INSTITUTE OF HOME ECONOMICS  
(UNIVERSITY OF DELHI)**

**BILL FORM**

<b>Bill No. &amp; Date</b>	<b>Company Name &amp; Address</b>	<b>Particular (s)</b>	<b>Amount in Rs.</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
<b>Total</b>			

1. Certified that the expenditure charged in this bill could not with due regards in the interest of the college be avoided.
2. I have satisfied myself that the charges supported by voucher entered in this bill have not so far been paid.
3. Certified that the articles have been entered in the Stock Register on the pages noted against each.
4. Certified that the Quotations were called and the Supply Order was placed.
5. Copy of the order is enclosed.
6. Certified that the articles were received in time and in good condition, just according to the terms and conditions of agreements.
7. Verified for payment of Rs. \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_ (in words)