



## Application for reimbursement

The Principal  
Dinabandhu Andrews College  
P.O. Garia, Kolkata 700 084

Sub.: Application for reimbursement of Rs. \_\_\_\_\_

Sir,

This is for your kind information that the Department of \_\_\_\_\_ has purchased/procured certain goods on an emergency basis for smooth conduct of the departmental activities. The total amount spent on such purchase/procurement of goods is Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only).

Under the circumstances I request you to kindly reimburse a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) at the earliest.

Thanking you.

Yours sincerely,

Signature of Staff: \_\_\_\_\_

Name of the staff: \_\_\_\_\_

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