



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: _____

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