

**CHECK LIST FOR PASSING OF BILLS BY FINANCE DEPARTMENT
(other than Medical Bills)**

Sl.No	Details	Reference
1	Invoice/ Purchase Order/ Supply Order Date Date of submission to Finance Department	
2	Type of Expenditure Revenue Capital	
3	Budget Provision (Sl.No in the Budget book may be mentioned in the case of Plan/Non Plan)	
4	Approval of the Competent Authority	
5	Copy of the Expenditure sanction order	
6	Countersignature of the Competent Authority	
7	Chargeable account code	
8	Advance Stamped Receipt	
9	IT/ VAT/ Service Tax Registration Number	
10	Documentary of evidence for remittance of Service Tax/ VAT payments	
11	M. Book numbers if applicable	
12	SAP document number	

For Use by Finance Department:

Date of Receipt :

Date of Passing of bill :