



**OFFICE OF RESEARCH INNOVATION & COMMERCIALIZATION**  
**Lahore College for Women University, Lahore**  
Jail Road, Lahore, 54000, Pakistan Tel: 042-99203801-9-245



No: \_\_\_\_\_

Date: \_\_\_\_\_

To, Vice Chancellor  
Lahore College for Women University, Lahore

Subject: **Reimbursement of Expenditure from Ph.D. University Grant of LCWU.**

Approval may be granted for reimbursement of following items:

**Student Details:**

<b>Name of Ph.D. Student</b>		
<b>Department</b>		
<b>Enrollment Year</b>		
<b>Date of Purchased Item</b>		

**Expenditure Details:**

Sr. No.	Item Description	Vendor's Name	Bill No. & Date	Quantity	Amount
Total expenditure:					

**Installment No.**

**1<sup>st</sup>**

**2<sup>nd</sup>**

**3<sup>rd</sup>**

**Current Allocation:** \_\_\_\_\_

Supervisor Sign & Stamp

**Present Expense:** \_\_\_\_\_

**Previous Expense:** \_\_\_\_\_

(from Current Allocation including Bills under Process)

HOD Sign & Stamp

**Total Expense:** \_\_\_\_\_

(Current Expense+ Previous Expense)

Dean Sign & Stamp

**Balance:** \_\_\_\_\_

(Allocation –Total Expense)

<b>Director ORIC Sign &amp; Stamp</b>	<b>Treasurer Sign &amp; Stamp</b>
<b>VICE CHANCELLOR</b>	



**OFFICE OF RESEARCH INNOVATION & COMMERCIALIZATION**  
**Lahore College for Women University, Lahore**  
*Jail Road, Lahore, 54000, Pakistan Tel: 042-99203801-9-245*



- Attach copy of University Grant letter
- Stock register entry page duly verified by the supervisor & chairperson of the department

Note: With reference to circular no: TR-25/LCWU/1818 dated: 06-10-2022 reimbursement of expense without prior approval of the authority is strongly discouraged.  
Prior approval of the authority must be taken before purchase / incurring any expenditure.