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

No. ORIC/LCWU/_____
Dated: _____

The Vice Chancellor,
Lahore College for Women University,
Lahore.

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

Approval may kindly be granted for reimbursement of the following:

Name of PhD Student with Father's Name	Department	Enrollment Year	Date of Expenditure	Contact #

Expenditure Details:

Sr. No.	Description of Expenditure	Vendor's Name in case of Expenditure on purchase of item (s)	Bill No. & Date	Quantity	Amount
Total expenditure:					

Installment No: **1st** **2nd** **3rd**

Current Allocation:_____ **Present Expense:** _____ **Previous Expense:** _____
(from Current Allocation including Bills under Process)

Total Expense: _____
(Current Expense+ Previous Expense)

Balance: _____
Allocation –Total Expense)

(***Student's Signatures***)

(***Supervisor Sign*** & ***Stamp***)

(***Chairperson Sign*** & ***Stamp***)

(***Dean Sign*** & ***Stamp***)

(***Director ORIC Sign*** & ***Stamp***) (***Treasurer Sign*** & ***Stamp***)

(***VICE CHANCELLOR***)

Please attach the following:

- Copy of University Grant letter
- Stock register entry page duly verified by the supervisor & chairperson of the department
- Physical Inspection Report /Recommendations of Physical Inspection Committee

Please Note: With reference to circular no: TR-25/LCWU/1818 dated: 06-10-2022 reimbursement of expense or expenditure on purchase without prior approval of the authority is strongly discouraged.