Internal Memo No. 904/28 – Accounts Division Dt. 11.10.2014

Sub.: Cash purchases by purchase division.

Accountants are advised not to accept vouchers for expenditure from purchase assistants or any staff member of purchase division for cash purchases without accompanying pacca bill and original office copy of PO (stamped in red).

Vouchers for payments of transport charges to be cleared only if accompanied with copy of purchase order of the material being transported.

Soham Modi.