



HIGHER EDUCATION COMMISSION ISLAMABAD

Reimbursement form (Library Support Program)

Applicant Details:

CNIC/Passport No.			
Name & Address			
Contact Details	Cell:	Email:	

University/HEI Details:

Name & Address of University/HEI			
Head of Institute	<input type="checkbox"/> Vice Chancellor <input type="checkbox"/> Rector <input type="checkbox"/> Other _____	Award Letter Number	

Expenditure Details:

Sr. No.	Item Description	Vendor's Name	Bill No. & Date	Quantity	Stock Entry	Amount
1						
2						
3						
4						
5						
Total Expenditure						
University/HEI Share (25%)						
HEC Share (75%)						

➤ **University/HEI must attach the following documents for reimbursement:**

1. A copy of sanction letter issued by the University/HEI.
2. Original duly filled expenditure reimbursement form (**Annex - II**)

Certificate

It is certified codal formalities have been fulfilled for the expenditures incurred in accordance with the govt rules/ procedures and original invoices/ bills duly verified along with relevant record is available in the University/HEI and can be presented to HEC on demand.

**SIGNATURE OF THE
APPLICANT/ FOCAL PERSON**

AUDITOR
(Name and Official Stamp)

**TREASURER/DIRECTOR
FINANCE**
(Name and Official Stamp)

HEAD OF UNIVERSITY/HEI
(Sign, Name and Official Stamp with Date)

Reimbursement claim should reach HEC within due time mentioned in the letter written to the Universities/Institutes.

Note: Late and incomplete applications will not be considered.