

Approved

Reported amount _____

(in words)

Head of the institution _____ (signature) _____ (signatory's name)

« ____ » _____ 20 ____

EXPENSE REPORT No.

OKUD Form

codes
0504049

Date

OKPO

Reference number

dated « ____ » _____ 20 ____

Institution **ITMP MSU**
 Subdivision _____
 Responsible person _____
 Position _____

Purpose of the advanced payment No. _____ dated _____

Item	Amount		Accounting entry		Amount, RUB
	roubles	currency	Debit	Credit	
Previous advanced payment			1	2	3
Balance					
Cost overrun					
Advanced payment received					
Total amount received					
Spending					
Balance					
Cost overrun					
Total					

Annex _____ documents in _____ pages

I hereby confirm that the funds have been spent in line with their approved purpose.

Report has been verified. Approved in the amount of (in roubles)

Head of subdivision _____ (signature) _____ (signatory's name)

Chief Accountant _____ (signature) _____ (signatory's name)

Accountant _____ (signature) _____ (signatory's name)

Account number	Balance deposit		Disbursement of overrun costs		Cash order	
	roubles	currency	roubles	currency	number	date
1	2	3	4	5	6	7

 (position) (signature) (signatory's name)

dated « ____ » _____ 20 ____ .

cut here

Submitted for verification by _____ (name of responsible person)

Expense report Number Date

for _____ roubles total number of documents

Accountant _____ (signature) _____ (signatory's name) « ____ » _____ 20 ____ .