



SOUTH EASTERN UNIVERSITY OF SRI LANKA

Request for Payment of Communication Allowance
(Commission Circular 06/2015)

Bill Payment Month:

	2022
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Service No.		Name	
Designation			
Department			

Invoice Details:

Phone / Connection Number	Amount (Rs.)	Bill Attached (v)
Total Amount		

I declare that the above connections were used by me and I have duly settled the above bills.

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Signature

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Date

For the use of Administration division

Maximum limit per month

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Balance brought forward from previous month

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Amount for the land / mobile/ internet lines

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Amount used for Official Phone

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Total amount used for the month

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Balance carried forward for next Month

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Checked: MA / Subject in Charge

Certified:

DR/ General Administration