



**BHARATI VIDYAPEETH UNIVERSITY  
COLLEGE OF ENGINEERING, PUNE - 43**

**Date:**

**To  
The Principal  
BVDUCOE  
Pune**

**Subject: Disbursement of payment for the purchase of equipment**

**Sir**

**The installation / testing report of the following purchases is submitted here with.**

- 1. Name of the laboratory:** \_\_\_\_\_
  - 2. Name of the supplier:** \_\_\_\_\_
  - 3. Purchase order No.:** \_\_\_\_\_
  - 4. Bill No. & date:** \_\_\_\_\_
  - 5. Date of Supply:** \_\_\_\_\_
  - 6. Testing Report:** \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**The payment of the above supplier may please be released.**

**Signature  
Lab. Incharge**

**Signature  
Head of the Deptt.**



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**COLLEGE OF ENGINEERING, PUNE - 43**

**Application for Refund of Fees**

Date:

Smart Card ID No.	
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To  
**The Principal**  
**BVDUCOE**  
**Pune**

**Subject: Application for refund of fees**

**Respected Sir**

**I the undersigned is regular student of this college with details as follows,**

**Name:**

**Tel. No.:** \_\_\_\_\_ **Cell No.:** \_\_\_\_\_

**Academic Year:** \_\_\_\_\_ **Class:** \_\_\_\_\_ **Roll No.** \_\_\_\_\_

**Date of admission:** \_\_\_\_\_ **Total fee paid:** \_\_\_\_\_

**Mode of payment:**

**Kindly refund my college fee / excess fee/ Uni. Exam. Revaluation fee because,**

- 1. I am failed in FE / SE / TE**
- 2. I have been admitted in Bio-Medical Engineering course.**
- 3. I took provisional admission and no change in result is observed.**
- 4. \_\_\_\_\_**

Thanking you

Yours sincerely

(Signature of student with date)

**For Office use only**

<b>S. N.</b>	<b>Fee paid</b>	<b>Date</b>	<b>Refundable fee</b>	<b>Cashier's sign.</b>	<b>Principal's signature with date</b>



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