**Royal Government of Bhutan** **Finance and Accounting Manual**

FAM – 4.3

**NOTE FOR SANCTION OF EXPENDITURE**

No.

Date:

**SECTION – I. PROPOSAL:**

1. Name of Activity: …………………………………………………..
2. Budget (Balance) Available: Nu. …………………
3. Estimated cost: Nu. ………………..
4. Mode of Execution: ………………………………………………………………………
5. Balance in Stock2: ………………………………………………………………………..
6. Any other justifications:

Head of the Division

**SECTION – II VERIFICATION:**

1. Availability of budget appropriation :
2. Ref. to Delegation of Financial Power:
3. Any other remarks:

Head of Finance Section

**SECTION – III APPROVAL:**

Sanctioning Authority (Head of the Department).

Copies to:

1. 2In case of Procurements only.



FAM 2016 Page 19