



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.