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Criterion: 4.Institutional Management

4.3 Management of institutional funds

4.3.3 Settlement of bills / advances

All advances drawn for official purposes are settled promptly on submission of requisite bills and vouchers. The office staff and Bursar verify the supporting documents before entries are made in the cashbook and relevant registers. This practice minimises outstanding advances and ensures timely settlement of payments to vendors and other stakeholders.

Proof: Proof attached as file: [Proof_4.3.3_1.pdf](#)



Proof_4.3.3_1.pdf