

Educational Institute Funding Utilization Format

Institute Details

Institute Name	_____
Address	_____
Financial Year	_____
Funding Authority / Grant Name	_____

Summary of Fund Utilization

S.No.	Category	Amount Allocated	Amount Utilized	Balance	Remarks
1	Infrastructure Development	_____	_____	_____	_____
2	Laboratory/Equipment	_____	_____	_____	_____
3	Library Resources	_____	_____	_____	_____
4	Scholarships/Financial Aid	_____	_____	_____	_____
5	Staff Salaries/Training	_____	_____	_____	_____
6	Others (Specify)	_____	_____	_____	_____
Total		_____	_____	_____	

Declaration

I declare that the above information is true to the best of my knowledge and all expenditures have been made in accordance with the guidelines of the funding authority.

Authorized Signatory	Designation	Date
_____	_____	_____

Important Notes:

- This document must be accurately filled and supported with valid records.
- All figures should be audited and certified before submission.
- Utilization reports are subject to verification by the funding agency.
- Keep copies of invoices, receipts, and approval letters for audit purposes.
- Misinformation or falsification can lead to penalties and funding withdrawal.