

Date: -

To
The Principal,
Sardar Patel College Of Engineering,
Andheri (West), Mumbai-400 058.

Subject: Reimbursement of the amount spent for purchase of the books under term and conditions of service vide G.R. No. GEC 3080 / 55083 (3745) / TE-1A.Dated 23rd March 1990.

Sir,

I _____ in the Department Of Mechanical / Electrical / Civil Engineering, have purchased books under above said G.R. Titles of the books and their prices are mentioned in the enclosed cash-memo:

Please reimburse the amount at your earliest.

Thanking you,

Yours Faithfully,