

# Department of Materials Engineering

Date: .....

To,

The Financial Controller, IISc.

Dear Madam/Sir,

Sub: Transfer of funds to Materials Engg – Central Facility Account.

I would like to make the following transfer of funds.

From Debit Head (SAP#) :

To : **CF/othr-15.0005** (Maintained at F&A)

Amount : Rs .....

(In words .....)

Reasons : Towards usage charges for ..... Facility.

Kindly do the needful.

Thanks and best regards.

Project Investigator/Chairman

Name of the Faculty member & Department : .....

Name of the person using the facility : .....

Contact number : .....