



ALCHEMY SCHOOL
Learn, Succeed and Lead

DEMAND DRAFT (DD)/CHEQUE FORM																				
SR.NO.											DATE									
CURRENT DETAILS (IN BLOCK LETTERS ONLY)																				
DD/CHEQUE IN FAVOUR OF																				
AMOUNT (Rs.)						PAYABLE AT														
COMPLETE ADDRESS (where DD is to be sent)	1.										3.									
	2.										4.									
COVERING LETTER ATTACHED	YES										NO									
CONCERNED TECAHER'S NAME																				
PURPOSE																				
REMARKS																				
APPROVED	YES										NO									
Teacher's Signature _____										Chairman's Signature _____										
(FOR OFFICE USE ONLY)																				
DD No. _____					AMOUNT _____					DATE _____										
BANK NAME _____										Accountant _____										

Account Department Signature _____