



POORNIMA

COLLEGE OF ENGINEERING

E7

CASH ADVANCE REQUISITION SLIP

Name: _____ Designation: _____

Department: _____ Campus : _____

Sir,
Kindly allow me a sum of Rs. _____ (Rupees _____)

as an Advance against My: SALARY ACCOUNT ☐ IMPREST ☐ EXPENSE ☐ STAFF LOAN ☐

- 1). Purpose _____
- 1). For every expense carried out authentic bill is a must. 2). Settle entire advance within 07(seven) days of completion of the work .
- 3). If, not settled within given time period the same may be transfer to personal account as advance and liable to deduct from salary of that particular month with interest

Approved for Rs.(in words).....)

HOD

Director

Registrar

Signature with Date



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