APPLICATION FOR SALARY ADVANCE****

NAME:…………………………………………………………. DEPARTMENT:…………………………………………………..

DATE JOINED SERVICE:……………………………….. POSITION:…………………………………………………………

AMOUNT REQUESTED:………………………………………………………………………………………………………………………………

**REASON FOR REQUEST:**

………………………………………………………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………………………………………………….

SIGNATURE: ……………………………………………………..

DATE: ……………………………………………………………….

ACCOUNTS DEPARTMENT

RECOMMENDED

NOT RECOMMENDED DATE:……………………………………………………………..

MANAGING DIRECTOR

APPROVED SIGNED: ……………………………………………………………

NOT APPROVED DATE: ……………………………………………………………….