GADC
អង្គការយេនឌ័រ និងអភិវឌ្ឍន៍ ដើម្បីកម្ពុជា
Gender and Development for Cambodia

ADV/ REF:

Need Cash date:….10-Dec-21…..

Cash Advance Form

Items Description	Code	Amount		Balance	
		Advanced	**Actual Exp.**	**Returned**	**Reimbursed**
Network crimping tool	5200	$12			
USB/LAN cable tester USB RJ45, RJ11	5200	$9			
Network connector	5200	$47			
Battery	5200	$2.5			
TOTAL		$70.5			

Amount in Word (Return/Reimburse):..

....

Requested by:………Seng Sopheak.................Signature:..... [signature]   Date: .....09..../...Dec......./.....21...

Verified by Unit Manager:...Suong Chanlina... Signature:... [signature] .... Date: ..... 09..../.....Dec..../..2021...

Checked by Finance Manager:..Suong Chanlina... Signature:..... [signature] ....Date.......09..../.....Dec..../..2021...

Approved by*:………………………………… Signature:.................................. Date:.........../............./.............
_____

Before activity implementation: (>$3,000 sign by two people at least)
1st Received by:.. Signature:.................................. Date:.........../............./...............

2nd Received by:.. Signature:.................................. Date:.........../............./...............

3rd Received by:.. Signature:.................................. Date:.........../............./...............
_____

After activity implementation:
1st Settled by:.. Signature:.................................. Date:.........../............./...............

2nd Settled by:.. Signature:.................................. Date:.........../............./...............

3rd Settled by:.. Signature:.................................. Date:.........../............./...............

Verified by:.. Signature:.................................. Date:.........../............./...............

Refer to Financial Manual, article #14.d "The Unit Manager is responsible to verify the expenditure but limited to approve spending amount up to $100 with approved budget".

Website: www.gadc.org.kh, Tel: (855-23) 215 137, Fax: (855-23) 996 934
#89, St. 288, Sangkat Olympic, Khan Chamcarmorn, Phnom Penh, Cambodia: P.O Box 2684 Phnom Penh 3 or Mail Box at CCC 128