





**GADC**  
 អង្គការយុវជន និងអភិវឌ្ឍន៍ យើងកម្ពុជា  
 Gender and Development for Cambodia

ADV/REF: 0047

Need Cash date: 17-16-Mar-22....

## Cash Advance Form

Items Description	Code	Amount		Balance	
		Advanced	Actual Exp.	Returned	Reimbursed
Advance for ICT accessories for GADC office	5200	\$447.7	Fill here	Fill here	
<b>TOTAL</b>		\$447.7			

Amount in Word (Return/Reimburse): ..... **Fill here** .....

Requested by: Sophreak Signature: [Signature] Date: 7 / Mar / 22

Verified by Unit Manager: Suony Chumling Signature: [Signature] Date: 14 / Mar / 2022

Checked by Finance Manager: Suony Chumling Signature: [Signature] Date: 14 / Mar / 2022

Approved by\*: Eng. Chandy Signature: [Signature] Date: 14 / 03 / 22

**Before activity implementation: (>\$3,000 sign by two people at least)**

1<sup>st</sup> Received by: ..... Signature: ..... Date: ...../...../.....

2<sup>nd</sup> Received by: ..... Signature: ..... Date: ...../...../.....

3<sup>rd</sup> Received by: ..... Signature: ..... Date: ...../...../.....

**After activity implementation:**

1<sup>st</sup> Settled by: **Fill here** Signature: ..... Date: ...../...../.....

2<sup>nd</sup> Settled by: ..... Signature: ..... Date: ...../...../.....

3<sup>rd</sup> 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 Chamcarmon, Phnom Penh, Cambodia: P.O Box 2684 Phnom Penh 3 or Mail Box at CCC 128



**GENDER AND DEVELOPMENT FOR CAMBODIA (GADC)**

**To:** Sueng Chanlina  
**Through:** Finance Unit  
**From:** Sopheak Seng  
**Activity:** Advance for ICT accessories for GADC office

No.	Location and Date	DESCRIPTION	ESTIMATE COST							Diakonia	GADC	Total
			Donor Activity code	LFA code/Project Code	Account Code	Source of Fund	Quantity	Cost	Time			
1	Phnom Penh	Advance for ICT accessories for GADC office			5202					100%	100%	100%
		VGA Cables			5202.01		10 Items	\$ 2.00			20.00	20.00
		HDMI to VGA			5202.01		10 Items	\$ 5.00			50.00	50.00
		USB-C to VGA			5202.01		10 Items	\$ 9.00			90.00	90.00
		Cleaning Kits			5202.01		5 Items	\$ 2.00			10.00	10.00
		HDD Box			5202.01		1 Item	\$ 12.00			12.00	12.00
		Sleeve Case 14"			5202.01		1 Item	\$ 6.00			6.00	6.00
		External Hard Disk			5202.01		3 Items	\$ 73.00		219.00		219.00
		VAT 10%										40.7
		<b>Sub-Total:</b>									<b>\$ 188.00</b>	<b>\$ 447.70</b>

Verified by:

*[Signature]*

Name: Sueng Chanlina  
 Position: Finance and HR Manager  
 Date: 7 Mar 2022

Prepare by:

*[Signature]*

Name: Seng Sopheak  
 Position: IT Officer  
 Date: 7-Mar-22

**For Accounting Use Only**

Check by: *[Signature]*

Name: MAN-D.S.B

Position: S.O

Date: 14.03.2022



## TRANSACTION DETAIL

Transaction Date	March 17, 2022
Value Date	17 Mar 2022 12:00 AM
Credit Amount	447.70 USD
Credit Account	29000259529017
Debit account name	GADC
Debit Account	09001079667515
Description	IB Txn(PV134SopheakAdv)

 SHARE

