

ADV/ REF: 00018

Need Cash date:....1-Feb-22.....

Cash Advance Form

Items Description	Code	Amount		Balance	
		Advanced	Actual Exp.	Returned	Reimbursed
Change Battery (Sophorn's laptop)	5200	\$48			
TOTAL		\$48			

Amount in Word (Return/Reimburse):..... Forty Eight dollars.....

Requested by: Sopheak Seng Signature: [Signature] Date: 28/01/22

Verified by Unit Manager: Suony Chanthon Signature: [Signature] Date: 28/Jan/2022

Checked by Finance Manager: Suony Chanthon Signature: [Signature] Date: 28/Jan/2022

Approved by*: Vy Chanthon Signature: [Signature] Date: 01/Feb/22

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

1st Received by: Sopheak Signature: [Signature] Date: 01/Feb/22

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".

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