

Cash Requisition Form

<i>Kim Fay</i>		KIM-FAY EAST AFRICA LTD	
Administration Office Record		Note: Proper supporting documentation must be submitted to the Administration office within 3 days of receiving cash. Failure to comply will attract non-refundable salary deductions.	
Department	HR / IT	Date of Request	09/12/2020
Amount Requested	500 F	Requested By (Name)	SAMSON GAKINYA
Description of Need	Transport to Laxicon house Westlands for JFA backoffice training		
Expense Classified as		MTD B/F	
Monthly Budget		MTD + Current	
Approved by HOD (Signature)		Date Approved	
Approved by Budget Owner		Date Approved	