

# CASH REQUISITION FORM

FOR APPROVAL BY SUPERIOR, HR DEPARTMENT, FINANCE DEPARTMENT & GROUP CEO  
/ EXECUTIVE CHAIRMAN OFFICE



☐ CASH ADVANCE    ☐ REIMBURSEMENT    ☐ DEPOSIT

REQUESTED BY :	.....
DESIGNATION :	.....
DEPARTMENT :	.....
PURPOSE :	..... ..... ..... .....

DATE
AMOUNT REQUESTED (RM)
AMOUNT APPROVED (RM)

REQUESTED BY:	CHECKED BY: <i>Head of Department</i>	RECORDED BY: <i>Finance Dept. (Audit)</i>
NAME: DATE:	NAME: DATE:	NAME: DATE:

History of Cash Advance ( <i>Finance Dept.</i> )	
CASH ADVANCE TAKEN (A)	RM ..... DATE .....
TOTAL RECEIPT RETURNED (B)	RM ..... DATE .....
BALANCE OWING TO (STAFF) / COMPANY (A-B)	RM .....

Staff CAR details (if any)
Outstanding Staff CA: <input type="radio"/> YES <input type="radio"/> NO
RM .....
Remarks:
CHECKED BY : <i>Finance Dept.</i>
NAME: DATE:

NOTE : NO DIRECTORS ARE ALLOWED TO SIGN THIS CASH ADVANCE REQUEST FORM BEFORE HISTORY OF CASH ADVANCE HAVE BEEN FILLED UP BY FINANCE DEPT.

RECORDED BY : <i>HR Department</i>	CONFIRMED BY : <i>Group CEO</i>	APPROVED BY : <i>Executive Chairman</i>
NAME: DATE:	NAME: DATE:	NAME: DATE:

## TERMS & CONDITIONS FOR CASH ADVANCE

- Cash Advance is given at the sole discretion of the Company.
- Approval from the immediate Superior, HR Department, Finance Department, Executive Chairman Office/Group CEO must be obtain prior to Cash Advance be given to the employee.
- All receipts for the usage of the Cash Advance and the balance of Cash Advance must be given and returned back to Finance Department immediately after the employee has return back from his/her assignment or after completing the specific purpose of the Cash Advance.
- Failure to produce the receipts and return the balance of the Cash Advance will result THE SALARY of the employee in the following month TO BE DEDUCTED. equivalent to the Cash Advance taken without further notice to the employee.
- Employee is responsible to ensure the receipts of the Cash Advance and the balance of Cash Advance to be returned to the Finance Department.