

## REQUEST ADVANCE (Non-Travelling)

1. A completed Request Advance form are to be approved by the GM or HOD
2. The authoring officer must not be the same as the person receiving the cash advance
3. Cash advance amount must be reasonable estimated amount of what to be spend
4. The cash advance can be rejected if previous advance is not cleared or cash advance recipient is regularly fails to provide supporting documents for acquittal purposes
5. The requestor will pass the completed cash advance form to Finance Dept for cheque payment.
6. Finance Dept staff will update the advance record upon cheque issued
7. Within 5 working days of the receipt of the cash advance, recipient must submitted a completed cash reconciliation form together with original supporting document(e.g. receipts, invoices etc) for acquittal purposes.

Company : \_\_\_\_\_ Date : \_\_\_\_\_  
 Division : \_\_\_\_\_ To : GROUP FINANCE & TREASURY  
 : DIVISION

I           (name)          ,           (I/C No.)           request for an advance of **RM** \_\_\_\_\_  
 for the purpose of payment for \_\_\_\_\_.

Justification for advance requested

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Unit price</u>	<u>Amount</u>
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1				<b>RM</b>
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	<b>RM</b>
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In order to repay the advance granted, I hereby authorised Group Human Capital Division to deduct my salary in the event that I fail to submit my claim documentations to Finance & Treasury Division within 5 working days after the transaction.

Requested by

Amount Approved : **RM** \_\_\_\_\_

.....  
 Name :

.....  
 Name :

Date :

Date :