***OPHID***

**Advances Agreement**

**(to be filled in Duplicate, one copy for Finance and another for HR)**

1. **I Can Goredema……………hereby apply for an advance of $..2,000.00...............**

I am aware and fully understand that the advance will be recovered in the next payroll and is repayable in full before the end of …April……..**2024**

1. **Mode of Payment**: The total amount due if approved should be paid through the bank below:

Bank Name ……Stanbic Bank…………….

Bank Account ……9140001006842……….

Branch……Minerva……………...

1. **Human Resources Section**

|  |  |  |
| --- | --- | --- |
| Will Employee’s Net Salary Cover the Advance | Is this the employees 1st or 2nd advance for the year (Oct 2023-Sept 2024) | **HRM Signature** |
|  |  |  |

1. **Finance Section (Availability of funds)**

|  |  |
| --- | --- |
| Date | Finance Stamp and Signature |
|  |  |

1. **Country Director Authorisation**

**OPHID** herewith represented by the Country Director has approved an advance to

Can Goredema……….(The Employee) of …$2,000.00…..referred to as the amount.

\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Country Director

\_18/03/2024\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date