

CHINHOYI UNIVERSITY OF TECHNOLOGY



PLEASE NOTE:

Cashiers Business Hours:

0830 hours – 1245hours

1400 hours -1600 hours

PAYMENT REQUISITION: ADVANCE

1. PAYEE (PRINT)	2. TO BE COLLECTED(CASH/CHEQUE) TRANSFER (RTGs) DEPARTMENT TEL EXT 3. BANK DETAILS: 4. BANK NAME							DATE
2. TO BE COLLECTED (CASH/CHEQUE) TRANSFER (RTGs) DEPARTMENT TEL EXT 3. BANK DETAILS: 4. BANK NAME	2. TO BE COLLECTED(CASH/CHEQUE) TRANSFER (RTGs) DEPARTMENT TEL EXT 3. BANK DETAILS: 4. BANK NAME	1.	PAYEE (PRINT)		PUR	CHASE ORDI	ER NO	
4. BANK NAME	4. BANK NAME	2.	TO BE COLLECTED(CAS	SH/CHEQUE)	TRANSF	ER (RTGs)	DEPAR	TMENT TEL EXT
ACCOUNT NUMBER	ACCOUNT NUMBER. 6. SHORT DETAILS OF PAYMENT	3.	BANK DETAILS:			_		
6. SHORT DETAILS OF PAYMENT	6. SHORT DETAILS OF PAYMENT	4.	BANK NAME	BRANCH N	AME			
(N.B. Detailed information to be given overleaf) 7. TOTAL EXPENDITURE USD	(N.B. Detailed information to be given overleaf) 7. TOTAL EXPENDITURE USD		ACCOUNT NUMBER					
7. TOTAL EXPENDITURE USD	7. TOTAL EXPENDITURE USD	6. SHORT DETAILS OF PAYMENT						
DEDUCT: ADVANCE (CHEQUE NO) NET AMOUNT NOW DUE TO / BY CLAIMANT USD	DEDUCT: ADVANCE (CHEQUE NO) NET AMOUNT NOW DUE TO / BY CLAIMANT USD		(N.B. Detailed information	n to be given ov	erleaf)			
NET AMOUNT NOW DUE TO / BY CLAIMANT USD	NET AMOUNT NOW DUE TO / BY CLAIMANT USD	7.	TOTAL EXPENDITURE		USI	O		
AMOUNT IN WORDS THREE HUNDRED AND FIFTY DOLLARS ONLY 8. VOTE TO BE CHARGED. Note: Incorrectly allocated requisitions will be returned for correction. 9. AUTHORISED BY: - Name Signature Date SCHOOL/DEPARTMENT PLEASE CHECK ALL NOTES / KILOMETRE / OTHER EXPENSES OVERLEAF BURSAR'S DEPARTMENT USE ONLY Passed for Payment by Date Amount Total TO BE COMPLETED BY CHEQUE SIGNATORIES egory A: Name: Signature: Date: egory B: Name: Signature: Date: NOTES 1. The advance should be accounted for within 30 days on return. 2. This requisition can only be signed by the person who has been delegated the authority to operate this account. 3. Payment will only be made to the named payee. Under no circumstances will payment be authorised to third party. 4. Amounts up to US\$50.00 will be paid in cash to the payee on presentation of this authorised requisition to the Bursar's Department. 5. Cheques will normally be available for collection 24 hours after authorisation of this requisition by the Bursar's Department. 6. Attach all necessary supporting vouchers.	AMOUNT IN WORDS THREE HUNDRED AND FIFTY DOLLARS ONLY		DEDUCT: ADVANCE (CI	HEQUE NO)	USI	O		
Note: Incorrectly allocated requisitions will be returned for correction. 9. AUTHORISED BY: - Name Signature Date SCHOOL/DEPARTMENT	8. VOTE TO BE CHARGED. Note: Incorrectly allocated requisitions will be returned for correction. 9. AUTHORISED BY: - Name Signature Date SCHOOL/DEPARTMENT		NET AMOUNT NOW DU	E TO / BY CLA	IMANT USI	D		
Note: Incorrectly allocated requisitions will be returned for correction. 9. AUTHORISED BY: - Name Signature Date SCHOOL/DEPARTMENT. PLEASE CHECK ALL NOTES / KILOMETRE/ OTHER EXPENSES OVERLEAF BURSAR'S DEPARTMENT USE ONLY Passed for Payment by Date Amount Total TO BE COMPLETED BY CHEOUE SIGNATORIES Regory A: Name: Signature: Date: NOTES 1. The advance should be accounted for within 30 days on return. 2. This requisition can only be signed by the person who has been delegated the authority to operate this account. 3. Payment will only be made to the named payee. Under no circumstances will payment be authorised to third party. 4. Amounts up to US\$50.00 will be paid in cash to the payee on presentation of this authorised requisition to the Bursar's Department. 5. Cheques will normally be available for collection 24 hours after authorisation of this requisition by the Bursar's Department. 6. Attach all necessary supporting vouchers.	Note: Incorrectly allocated requisitions will be returned for correction. 9. AUTHORISED BY: - Name Signature Date SCHOOL/DEPARTMENT. PLEASE CHECK ALL NOTES / KILOMETRE / OTHER EXPENSES OVERLEAF BURSAR'S DEPARTMENT USE ONLY Passed for Payment by Date		AMOUNT IN WORDS	THREE HUNDF	RED AND FIF	TY DOLLARS	S ONLY	
9. AUTHORISED BY: - Name Signature Date SCHOOL/DEPARTMENT PLEASE CHECK ALL NOTES / KILOMETRE / OTHER EXPENSES OVERLEAF BURSAR'S DEPARTMENT USE ONLY Passed for Payment by Date Amount Total Amount TOBE COMPLETED BY CHEOUE SIGNATORIES tegory A: Name: Signature: Date: NOTES 1. The advance should be accounted for within 30 days on return. 2. This requisition can only be signed by the person who has been delegated the authority to operate this account. 3. Payment will only be made to the named payee. Under no circumstances will payment be authorised to third party. 4. Amounts up to US\$50.00 will be paid in cash to the payee on presentation of this authorised requisition to the Bursar's Depa 5. Cheques will normally be available for collection 24 hours after authorisation of this requisition by the Bursar's Department. 2. Anounts up to US\$50.00 will be paid in cash to the payee on presentation of this requisition to the Bursar's Depa 5. Cheques will normally be available for collection 24 hours after authorisation of this requisition by the Bursar's Department. 3. Payment will only be made to the named payee. Under no circumstances will payment be authorised to third party. 4. Amounts up to US\$50.00 will be paid in cash to the payee on presentation of this requisition by the Bursar's Department. 5. Cheques will normally be available for collection 24 hours after authorisation of this requisition by the Bursar's Department.	9. AUTHORISED BY: - Name Signature Date SCHOOL/DEPARTMENT. PLEASE CHECK ALL NOTES / KILOMETRE/ OTHER EXPENSES OVERLEAF BURSAR'S DEPARTMENT USE ONLY Passed for Payment by Date //	8.	VOTE TO BE CHARGED.					
9. AUTHORISED BY: - Name Signature Date SCHOOL/DEPARTMENT PLEASE CHECK ALL NOTES / KILOMETRE / OTHER EXPENSES OVERLEAF BURSAR'S DEPARTMENT USE ONLY Passed for Payment by Date Amount Total Amount TOBE COMPLETED BY CHEOUE SIGNATORIES tegory A: Name: Signature: Date: NOTES 1. The advance should be accounted for within 30 days on return. 2. This requisition can only be signed by the person who has been delegated the authority to operate this account. 3. Payment will only be made to the named payee. Under no circumstances will payment be authorised to third party. 4. Amounts up to US\$50.00 will be paid in cash to the payee on presentation of this authorised requisition to the Bursar's Depa 5. Cheques will normally be available for collection 24 hours after authorisation of this requisition by the Bursar's Department. 2. Anounts up to US\$50.00 will be paid in cash to the payee on presentation of this requisition to the Bursar's Depa 5. Cheques will normally be available for collection 24 hours after authorisation of this requisition by the Bursar's Department. 3. Payment will only be made to the named payee. Under no circumstances will payment be authorised to third party. 4. Amounts up to US\$50.00 will be paid in cash to the payee on presentation of this requisition by the Bursar's Department. 5. Cheques will normally be available for collection 24 hours after authorisation of this requisition by the Bursar's Department.	9. AUTHORISED BY: - Name Signature Date SCHOOL/DEPARTMENT. PLEASE CHECK ALL NOTES / KILOMETRE/ OTHER EXPENSES OVERLEAF BURSAR'S DEPARTMENT USE ONLY Passed for Payment by Date //		4	7/			6	
9. AUTHORISED BY: - Name Signature Date SCHOOL/DEPARTMENT PLEASE CHECK ALL NOTES / KILOMETRE / OTHER EXPENSES OVERLEAF BURSAR'S DEPARTMENT USE ONLY Passed for Payment by Date Amount Total Amount TOBE COMPLETED BY CHEOUE SIGNATORIES Signature: Date: NOTES 1. The advance should be accounted for within 30 days on return. 2. This requisition can only be signed by the person who has been delegated the authority to operate this account. 3. Payment will only be made to the named payee. Under no circumstances will payment be authorised to third party. 4. Amounts up to US\$50.00 will be paid in cash to the payee on presentation of this authorised requisition to the Bursar's Depa 5. Cheques will normally be available for collection 24 hours after authorisation of this requisition by the Bursar's Department. 6. Attach all necessary supporting vouchers.	9. AUTHORISED BY: - Name Signature Date SCHOOL/DEPARTMENT. PLEASE CHECK ALL NOTES / KILOMETRE/ OTHER EXPENSES OVERLEAF BURSAR'S DEPARTMENT USE ONLY Passed for Payment by Date //		5				5	
PLEASE CHECK ALL NOTES / KILOMETRE/OTHER EXPENSES OVERLEAF BURSAR'S DEPARTMENT USE ONLY Passed for Payment by Date Manuat Amount Total TOBE COMPLETED BY CHEQUE SIGNATORIES egory A: Name: Signature: Date: NOTES 1. The advance should be accounted for within 30 days on return. 2. This requisition can only be signed by the person who has been delegated the authority to operate this account. 3. Payment will only be made to the named payee. Under no circumstances will payment be authorised to third party. 4. Amounts up to US\$50.00 will be paid in cash to the payce on presentation of this authorised requisition to the Bursar's Depa 5. Cheques will normally be available for collection 24 hours after authorisation of this requisition by the Bursar's Department. 6. Attach all necessary supporting vouchers. eived by (Name in full) I.D. Number	PLEASE CHECK ALL NOTES / KILOMETRE/ OTHER EXPENSES OVERLEAF BURSAR'S DEPARTMENT USE ONLY Passed for Payment by Date Mount Total TOTAL TO BE COMPLETED BY CHEQUE SIGNATORIES egory A: Name: Signature: Date: Date: NOTES 1. The advance should be accounted for within 30 days on return. 2. This requisition can only be signed by the person who has been delegated the authority to operate this account. 3. Payment will only be made to the named payee. Under no circumstances will payment be authorised to third party. 4. Amounts up to US\$50.00 will be paid in cash to the payee on presentation of this authorised requisition to the Bursar's Dep Cheques will normally be available for collection 24 hours after authorisation of this requisition by the Bursar's Department of Attach all necessary supporting vouchers. eived by (Name in full) I.D. Number		Note: Incorrectly allocated	d requisitions w	ill be returne	d for correction	on.	
PLEASE CHECK ALL NOTES / KILOMETRE / OTHER EXPENSES OVERLEAF BURSAR'S DEPARTMENT USE ONLY Passed for Payment by	PLEASE CHECK ALL NOTES / KILOMETRE / OTHER EXPENSES OVERLEAF BURSAR'S DEPARTMENT USE ONLY Passed for Payment by	9.	AUTHORISED BY: - Nam	e		Signature		Date
BURSAR'S DEPARTMENT USE ONLY Passed for Payment by	BURSAR'S DEPARTMENT USE ONLY Date		SCHOOL/DEPARTMENT				<u></u>	
Total TO BE COMPLETED BY CHEQUE SIGNATORIES	Total TO BE COMPLETED BY CHEQUE SIGNATORIES egory A: Name: Signature: Date: NOTES 1. The advance should be accounted for within 30 days on return. 2. This requisition can only be signed by the person who has been delegated the authority to operate this account. 3. Payment will only be made to the named payee. Under no circumstances will payment be authorised to third party. 4. Amounts up to US\$50.00 will be paid in cash to the payee on presentation of this authorised requisition to the Bursar's Dep 5. Cheques will normally be available for collection 24 hours after authorisation of this requisition by the Bursar's Department 6. Attach all necessary supporting vouchers. eived by (Name in full)	Pa	ssed for Payment by					
TO BE COMPLETED BY CHEQUE SIGNATORIES tegory A: Name:Signature:Date: tegory B: Name:Signature:	TO BE COMPLETED BY CHEQUE SIGNATORIES egory A: Name:Signature:Date: NOTES 1. The advance should be accounted for within 30 days on return. 2. This requisition can only be signed by the person who has been delegated the authority to operate this account. 3. Payment will only be made to the named payee. Under no circumstances will payment be authorised to third party. 4. Amounts up to US\$50.00 will be paid in cash to the payee on presentation of this authorised requisition to the Bursar's Dep Cheques will normally be available for collection 24 hours after authorisation of this requisition by the Bursar's Department Attach all necessary supporting vouchers. eived by (Name in full)			7.	VIDA I	Amoun		
TO BE COMPLETED BY CHEQUE SIGNATORIES segory A: Name: Signature: Date: segory B: Name: Signature: Date: NOTES 1. The advance should be accounted for within 30 days on return. 2. This requisition can only be signed by the person who has been delegated the authority to operate this account. 3. Payment will only be made to the named payee. Under no circumstances will payment be authorised to third party. 4. Amounts up to US\$50.00 will be paid in cash to the payee on presentation of this authorised requisition to the Bursar's Department. 5. Cheques will normally be available for collection 24 hours after authorisation of this requisition by the Bursar's Department. 6. Attach all necessary supporting vouchers. served by (Name in full)	TO BE COMPLETED BY CHEQUE SIGNATORIES egory A: Name:Signature:Date: NOTES 1. The advance should be accounted for within 30 days on return. 2. This requisition can only be signed by the person who has been delegated the authority to operate this account. 3. Payment will only be made to the named payee. Under no circumstances will payment be authorised to third party. 4. Amounts up to US\$50.00 will be paid in cash to the payee on presentation of this authorised requisition to the Bursar's Dep Cheques will normally be available for collection 24 hours after authorisation of this requisition by the Bursar's Department Attach all necessary supporting vouchers. eived by (Name in full)		_	247777		100		
TO BE COMPLETED BY CHEQUE SIGNATORIES segory A: Name: Signature: Date: segory B: Name: Signature: Date: NOTES 1. The advance should be accounted for within 30 days on return. 2. This requisition can only be signed by the person who has been delegated the authority to operate this account. 3. Payment will only be made to the named payee. Under no circumstances will payment be authorised to third party. 4. Amounts up to US\$50.00 will be paid in cash to the payee on presentation of this authorised requisition to the Bursar's Department. 5. Cheques will normally be available for collection 24 hours after authorisation of this requisition by the Bursar's Department. 6. Attach all necessary supporting vouchers. served by (Name in full)	TO BE COMPLETED BY CHEQUE SIGNATORIES egory A: Name:Signature:Date: NOTES 1. The advance should be accounted for within 30 days on return. 2. This requisition can only be signed by the person who has been delegated the authority to operate this account. 3. Payment will only be made to the named payee. Under no circumstances will payment be authorised to third party. 4. Amounts up to US\$50.00 will be paid in cash to the payee on presentation of this authorised requisition to the Bursar's Dep Cheques will normally be available for collection 24 hours after authorisation of this requisition by the Bursar's Department Attach all necessary supporting vouchers. eived by (Name in full)				A mio			
tegory A: Name:Signature:Date:	egory A: Name:Signature:Date:	To	tal					
tegory A: Name:	egory A: Name:Signature:Date:		TO	RE COMPLI	ETED RY	THEOUE SI	GNATORI	ES
In the advance should be accounted for within 30 days on return. This requisition can only be signed by the person who has been delegated the authority to operate this account. Payment will only be made to the named payee. Under no circumstances will payment be authorised to third party. Amounts up to US\$50.00 will be paid in cash to the payee on presentation of this authorised requisition to the Bursar's Depath Cheques will normally be available for collection 24 hours after authorisation of this requisition by the Bursar's Department. Attach all necessary supporting vouchers.	egory B: Name: NOTES The advance should be accounted for within 30 days on return. This requisition can only be signed by the person who has been delegated the authority to operate this account. Payment will only be made to the named payee. Under no circumstances will payment be authorised to third party. Amounts up to US\$50.00 will be paid in cash to the payee on presentation of this authorised requisition to the Bursar's Dep Cheques will normally be available for collection 24 hours after authorisation of this requisition by the Bursar's Department Attach all necessary supporting vouchers. Eived by (Name in full) I.D. Number	tega						
NOTES 1. The advance should be accounted for within 30 days on return. 2. This requisition can only be signed by the person who has been delegated the authority to operate this account. 3. Payment will only be made to the named payee. Under no circumstances will payment be authorised to third party. 4. Amounts up to US\$50.00 will be paid in cash to the payee on presentation of this authorised requisition to the Bursar's Department. 5. Cheques will normally be available for collection 24 hours after authorisation of this requisition by the Bursar's Department. 6. Attach all necessary supporting vouchers.	NOTES The advance should be accounted for within 30 days on return. This requisition can only be signed by the person who has been delegated the authority to operate this account. Payment will only be made to the named payee. Under no circumstances will payment be authorised to third party. Amounts up to US\$50.00 will be paid in cash to the payee on presentation of this authorised requisition to the Bursar's Dep Cheques will normally be available for collection 24 hours after authorisation of this requisition by the Bursar's Department Attach all necessary supporting vouchers. Eived by (Name in full)							
		1. 2. 3. 4.	NOTES The advance should be accoun This requisition can only be sig Payment will only be made to Amounts up to US\$50.00 will	ted for within 30 c gned by the person the named paye be paid in cash to	lays on return. who has been of u. Under no ci	delegated the aut rcumstances wi esentation of this	thority to opera ill payment be s authorised req	te this account. authorised to third party. uisition to the Bursar's Depart
						authorisation of	this requisition	T by the Bursar's Department.
	nature	6.	Attach all necessary supporting	g vouchers.	n 24 hours after		-	

ISSUED BY...... DATE...... DATE......

	JOURNEY DETAILS		
DAY & JOURNEY	ITEM	AMOUNT	
	TOTAL		

