



PLEASE NOTE:

Cashiers Business Hours:

0830 hours – 1245hours

1400 hours -1600 hours

PAYMENT REQUISITION: ADVANCE

DATE.....

- 1. PAYEE (PRINT)** **PURCHASE ORDER NO.....**

2. TO BE COLLECTED(CASH/CHEQUE) ☐ TRANSFER (RTGs) ☐ DEPARTMENT TEL EXT

3. BANK DETAILS:

4. BANK NAME..... BRANCH NAME.....

ACCOUNT NUMBER.....

- 6. SHORT DETAILS OF PAYMENT.....**

(N.B. Detailed information to be given overleaf)

7. TOTAL EXPENDITURE USD

- DEDUCT: ADVANCE (CHEQUE NO) USD

NET AMOUNT NOW DUE TO / BY CLAIMANT USD.....

AMOUNT IN WORDS ...THREE HUNDRED AND FIFTY DOLLARS ONLY

- 8. VOTE TO BE CHARGED.**

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Note: Incorrectly allocated requisitions will be returned for correction.

9. AUTHORISED BY: - Name _____ Signature _____ Date _____

10. SCHOOL/DEPARTMENT.....

PLEASE CHECK ALL NOTES / KILOMETRE/ OTHER EXPENSES OVERLEAF

BURSAR'S DEPARTMENT USE ONLY

Passed for Payment by Date/...../.....

[illegible]

TO BE COMPLETED BY CHEQUE SIGNATORIES

Category A: Name: _____ **Signature:** _____ **Date:** _____

Category 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.

Received by (Name in full) I.D. Number

Signature Date..... Voucher Number:

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

	JOURNEY DETAILS	
DAY & JOURNEY	ITEM	AMOUNT
	TOTAL	

