



# COMSATS Institute of Information Technology

Defence Road, Off Raiwind Road, Lahore

## Advance Request Form

Sr. # \_\_\_\_\_

Date: ...../...../.....

I, ..... Designation: .....

Department: ..... Request an advance amounting to Rs. ....

(In words):.....

On account/purpose of .....

Submitted by:

Recommended by:

Name: .....

Name:.....

Date:.....

Date:.....

Signature:.....

Signature:.....

### Internal Audit Section

Checked By : \_\_\_\_\_

Signature: \_\_\_\_\_

Approved by:

Name: .....

Designation: .....

Signature .....

Please note that temporary advances are extended for short period for official purpose only. All such advances must be adjusted within two weeks or the same will be adjusted from concerned employee's salary account.