



**REQUEST FOR CASH
ADVANCE**

ADMINISTRATION
Accounting

APPLICANT:
DEPARTMENT:
PURPOSE:
AMOUNT/PESOS:

DATE:

In accepting this cash advance I hereby bind myself to liquidate it within a period of seven (7) days after this date, or upon culmination of the activity, whichever is longer.

If I fail to liquidate it within the period specified above, I authorize the Accounting Office of FEU - East Asia College to deduct the corresponding amount from my salary or other amount due to me without prejudice to any administrative action that the Administration may take against me.

STATEMENT OF PROJECTED EXPENDITURES

Date of Activity	Nature of Expenditures	Estimated Amount
---nothing follows---		
		Total amount of cash advance:

SIGNED: _____
Director
(Signature over Printed Name/ Date)

REVIEWED/VERIFIED:

APPROVED BY:

Accounting Office
(Signature over Printed Name/ Date)

Treasurer
(Signature over Printed Name/ Date)

Outstanding CA NONE

If yes, see details below:

Date	Amount
_____	_____
_____	_____