**CLUB REQUISITION/CASH ADVANCE FORM**

**Club :**

**Event Name :**

**Requested by (Advisor) :**

**Signature (Advisor) :**

**C/F (RM):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date to Apply** | **Particulars** | **Amount** | **Balance (RM)****(C/F-Total CR)** |
| **CR** |
|  | **Refer to the proposal** | **RM** | **NIL** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** | **RM** |  |

**Attention:**

1. **Attach with the proposal.**
2. **Submit the Cash Return Form after the event.**
3. **The cash advance(s) will be issued to the advisor’s bank account.**

**Remarks:**

**For Office Use Only:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Checked by:** | **Authorized by:** | **Verified by:** | **Approved by:** |
|  |  |  |  |
| **Name: Shawn Koh** | **Name: Lu Yew King** | **Name:** | **Name:** |
| **Date:** | **Date:** | **Date:** | **Date:** |