

FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA



BURSARY DEPARTMENT

CASH ADVANCE APPLICATION FORM

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

NAME OF STAFF:

STAFF I.D NO:

DEPARTMENT:

TELEPHONE NO:

AMOUNT: N

PURPOSE:

.....

.....
Signature of Applicant

VOTE OF CHARGE: HEAD/SUB HEAD:

APPROVED BY THE VC/HOD

Approved/Not Approved

REASON(S) FOR NON APPROVAL.....

FOR OFFICIAL USE ONLY

PV REF. NO.

AMOUNT OUTSTANDING ON PREVIOUS ADVANCES: ₦.....

AGE OF OUTSTANDING ADVANCES:

CERTIFIED BY THE HEAD PERSONAL ACCOUNTS:

.....
Certified/Not Certified

Rules and Regulations:

1. Advances are to be retired within 14 days of receipt
2. Advances are to be used strictly for the purpose stated
3. Further Cash advances will not be granted to defaulters
4. Unretired cash advances will be recovered from staff salaries after due notice of non –compliance with the regulations.