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|  | <h1>Cash Advance Form</h1> <h2>Forms and Templates</h2> | | Document Number: FM-FIN-03.01 |
| | Department: F2 Logistics Philippines Inc. - Finance | Effective Date: July 26, 2018 | Revision No 0 |

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|  | <h1>CASH ADVANCE FORM</h1> | DOCUMENT NO: | FM-SS-03.01 |
| | | EFFECTIVE DATE: | July 23, 2018 |
| | | REVISION NO: | 0 |
| | | DEPARTMENT: | Finance |

To : **FINANCE DEPARTMENT**
 From/Dept: _____
 Date : _____
 RE : **REQUEST FOR CASH ADVANCE**

The undersigned requesting for cash advance worth _____
 _____(P) _____

PURPOSE:

Thank you.
 Requested by: _____
 Approved by: _____

NOTE: I agree that the amount I requested will be **deducted** from my salary without the need of follow-up if I failed to liquidate w/in 72 hrs.after completion of intended purpose.

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

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