

Finance Department Advanced Cash Request Form

With reference to the above mentioned request, we, the undersigned, hereby certify and approve the following terms and conditions :

That advanced cash shall be used to purchase item(s) with value less than or equal to **\$2,500 or equivalent**. **This form applies only to External Grants.**

The advance should be settled by maximum 2 months starting from [] and if not settled within this period, a valid justification should be provided to the finance department.

Advanced Cash may not be used for:

- *Any item for personal use,
- *Research project personnel and technical consultants payment,
- *Personal loans and salary advances.

Project Number:

Signature of the Principle Investigator (PI)

Custodian Details

Custodian Name:

Custodian Tel:

Project Details

Sponsor Grant Number:

Project PI:

Award Number:

Project Number:

Amount Details:

Amount Requested (Max \$2,500):

To be deducted from Task Number:

**The Original receipts/invoices are required for the Advanced Cash Reconciliation.

**All items should be brought within the Approved Grant Budget

Signature of Principle Investigator (PI)

Date Signed

All fields must be TYPED (NOT hand written) and COMPLETED