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REQUEST FOR CASH ADVANCE

_____ **Date**

DR. LUIS M. SOROLLA, JR.
SUC President IV
This University

Sir:

I would like to request for a cash advance of _____

Amount in words

(PhP _____) for my research entitled:

PROGRAM/PROJECT/STUDY TITLE: _____
(Please underline)

The amount is intended for the following:

Items	Total
Grand Total	

Thank you very much.

Requested by:

Signature over printed name of Program/Project/Study Leader

Recommending Approval:

GRETA G. GABINETE, Ph.D.
Director, URDC

ELISA E. FALCIS
Supervising Admin. Officer, Budget Office

MA. LULU L. LOYOLA, Ed.D.
Vice President, RET

BOBBY D. GERARDO, Ph.D.
Vice President, Admin. & Finance

Approved:

LUIS M. SOROLLA, JR., Ph.D., CSEE
SUC President IV

(Please accomplish 2 copies. Attach approved workplan. Liquidate the cash advance within 30 days after the release of check.)