

	UNIMAS HOLDINGS SDN. BHD. (727487-D) (A Company Wholly Owned by Universiti Malaysia Sarawak)	Document No	:	UH-FM-ACC-04
		Revision No.	:	02
	CASH ADVANCEMENT REQUEST FORM	Effective Date	:	15.05.2025
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Please fill up and complete the followings information:

Project Name:			
Faculty/ Department:			
Purpose of Advancement:		Amount Requested (RM):	
Recipient Name :		NRIC /Passport No:	
Telephone No:		Email (payment notification):	
Bank Name:		Bank Branch:	
Bank Account No.:			
Bank Address:			
Bank Country:			

Note:

1. Advancement shall be reconciled within 1 month from the requested date.
2. 2nd advancement will NOT BE APPROVED until the previous advancement has been reconcile.
3. Kindly attached a copy of the bank book or front page of the bank statement for confirmation of the account number.
4. Submit advancement form to UHSB at least 7 working days in advance.

Requested by: <hr/> Name: Chop: Date:	Verified by: <hr/> (Project Leader / Dean) Name: Chop: Date:
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For Office Use Only	
Checked by (Account Department)	Verified by (Project Department)
<hr/> Name: Chop: Date:	<hr/> Name: Chop: Date:

Approved by CEO
<hr/> Name: Chop: Date: