

CASH ADVANCE FORM☐ for pick-up ☐ for deposit to atm (except PAYCARDS)

Date Prepared _____

Request for Cash Advance

Dear Sir/Madame,

May I request your good office to have a cash advance of Php _____, subject to salary deduction.
This request is being made because (Please indicate/state your reason/s).

Said cash advance shall be deducted from my salaries the amount of Php _____ every payday, starting
_____ until _____.

Accounting Dept. _____

Recommended by: _____

Signature above printed name _____

Approved by: _____

Noted by: _____

Signature _____

Personal Advances

P

Entry:

Advances to employees _____

Less: Processing Fee

P

Interest Income _____

Processing Income _____

Cash _____

Received by: _____

ACKNOWLEDGEMENT AND AUTHORIZATION

I hereby acknowledge that I am referring _____ for a Cash Advance for the Company.
(Employee Name)

Should above-named employee fail to pay the full Cash Advance given under this form on the stipulated due date despite all salary benefits already given to him/her, I, in my capacity as the referring party to the Cash Advance, hereby agree to allow the Company to deduct from my account or salary the unpaid Cash Advance balance due to the Company.

I shall have no further claim against the Company for any such amount deducted from my account or salary due to said employee's failure to pay.

Print name, sign and indicate date

Recommending Manager**Addendum to the Cash Advance Form:**

In case of my failure to pay in full the Cash Advance given under this form, I am hereby authorizing the Company to hold my last salary and deduct from it the unpaid Cash Advance balance due to the Company.

Print name, sign and indicate date

Employee Borrower

**NOTE: Please attach a photocopy of your valid ID/company ID.
It should have the same signature you used in this form.**