**CASH ADVANCE (SPECIAL DISBURSING OFFICER) CHECKLIST**

Payee:

Amount:

Particulars:

Supporting Documents: Two (2) copies collated

*(Put N/A if not applicable)*

* Payroll
* Approved Authority to Hold Cash Advance
* Memorandum
* Approved Budget
* SARO (if applicable)
* Certification from the Accountant that the previous cash advances have been liquidated and accounted for in the books (if applicable)

I hereby certify that above documents are complete and arranged as per checklist.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed Name / Date

Email Address:

Contact Number/s: