



**COMSATS Institute of Information Technology**

**Mailsi Road Off Multan Road Vehari**

**Ph: 067-3362774, 67-3028398**

**Advance Request Form**

**Date:** .....

**I:** ..... **Designation:**..... **Department:**.....

..... Requests an advance amounting to **Rs:** .....

**(In words):**.....

**On account of:** .....

.....

.....

**Submitted by:**

**Recommended by**

Signature & date: .....

Signature & date: .....

**Accounts Department:**

Previous advance amount Outstanding:.....

Signature & Date:.....

Name:.....

Designation: **Assistant Treasurer**

**Approved by:**

Signature & date: .....

Designation: **Director**

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Please note that temporary advances are extended for short period for official purpose only. All such advances must be adjusted within two weeks or the same will be adjusted from concerned employee's salary account.