

**NATURAL RESOURCES AND ENVIRONMENT BOARD,  
SARAWAK**

**CASH ADVANCE FORM**

SECTION :

**DETAILS OF CASH ADVANCE**

SUB HEAD :

AVAILABLE FUND : RM

AMOUNT : ( RM )

BALANCE AVAILABLE : RM ( )

**DETAILS OF PROGRAMME**

PROGRAMME :

DATE :

VENUE :

***\*Note: Please attach the estimated expenses of the programme (Pls refer to the page behind\*\*)***

**DETAILS OF APPLICANT**

NAME :

I.C NUMBER :

POSITION :

***\*Note: Report must be submitted within three (3) weeks after the programme ended***

REQUESTED BY:	SUPPORTED/ NOT SUPPORTED	APPROVED / NOT APPROVED
Name :	Head of Section (PRO) / Secondary Responsible Officer (SRO)	Controller of Environmental Quality Sarawak
Position :		
Date :	Date : _____	Date : _____

**CASH ADVANCED REPORT****A PARTICULARS OF APPLICANT**

NAME :

POST/GRADE :

SECTION/REGIONAL OFFICE:

**B PARTICULARS OF CASH ADVANCED**

PROGRAMME :

AMOUNT OF CASH ADVANCE : \_\_\_\_\_ DATE OF APPROVAL:

AMOUNT OF EXPENSES : \_\_\_\_\_

BALANCE OF CASH : \_\_\_\_\_

DATE OF BALANCE OF CASH BANK IN TO THE NREB'S ACCOUNT: \_\_\_\_\_

DETAILS OF EXPENSES :

NO	PARTICULARS	INVOICE NUMBER	AMOUNT (RM)	REMARKS
<b>TOTAL</b>				

**Note:**

1. Attached all the original supporting documents e.g. receipt, confirmation of payment list when no receipt is given, letter of acknowledgement of receipt, etc.
2. Use separate sheet of paper if the above table is not enough to report details of expenses.

SIGNATURE : \_\_\_\_\_ DATE OF REPORT: \_\_\_\_\_

**C. CONFIRMATION BY SECTION HEAD/HEAD OF REGIONAL OFFICE**

I here by confirmed that this Cash Advance Report is

In Order

Not In Order.

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SIGNATURE : \_\_\_\_\_

DATE: \_\_\_\_\_

NAME : \_\_\_\_\_

POSITION : \_\_\_\_\_

**D. VERIFICATION BY FINANCE UNIT**

The Cash Advance Report has been verified and the report is ACCEPTED/NOT ACCEPTED for record.

SIGNATURE : \_\_\_\_\_

NAME : \_\_\_\_\_

POSITION : \_\_\_\_\_

OFFICIAL RECEIPT VOUCHER NO. : \_\_\_\_\_

DATE : \_\_\_\_\_