

Salary Advance Request Form

Date: _____

Employee Name	
Employee ID	
Department	
Designation	

I, _____ request an advance payment of Rs. _____ (amount) from my salary that I otherwise would receive on the first of coming month. I would like to receive this advance by _____ (date).

I agree to repay this advance through one payroll deduction to be made from the first pay period immediately following the pay period from which this advance is made.

I also agree that if I terminate employment prior to total repayment of this advance, I authorize Lahore University of Management Sciences (LUMS) to deduct any unpaid advance amount from any dues/salary owed to me at the time of termination of employment.

I have not taken advance against my salary in last 3 months.

Employee Signature: _____ Date: _____

For Office Use
<p>Remarks:</p> <p>Advance in last three months <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Last advance date: _____</p> <p>Eligibility <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Head of Department – Human Resources</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved</p> <p>HOD- HR: _____ Date: _____</p>