

PROPOSED LUMINA OPEN UNIVERSITY
APPLICATION FOR CASH/TOURING ADVANCE

1. Application's Full Name:
2. Department:
3. Department Code (check on your pay slip): Unit:
4. Staff I/D No: GSM NO:
5. Date of 1st Appointment: Appointment Confirmed? (YES/NO) Date of birth.....
6. Status:
7. Salary per Annum: LEVEL:
8. Amount of Advance Required: Amount in Words:
.....
9. Name of bank: Branch:
10. Account No: Sort Code:
11. Purpose for which advance is required:
.....
12. Departmental Vote/Research Grant against which advance is required:
13. Date by which advance will retired:
(WARNING) Late submission of "statement" may result in salary cut which cannot be refunded except by addition to subsequent salary payment in the month following that in which the statement is received.
14. Applicant's signature and date:
15. Endorsement by Head of Department:
16. Confirmation by Expenditure Control office (a) Any Outstanding Advances?
(b) Availability of Fund in the Vote:
17. Approval by Bursar:
18. Signature:
Bursary Endorsement:
Advance of.Approved for payment which, not retired, should be received from Salary in the month (s) of..... Authorizing officer's signature:
Date: