**To** : Finance Department

**From** : Name, Position, Club

**Subject** : Cash Advance of amount to run event name

**Date** : Current Date

We would like to request for the following:

* A cash advance of amount to run event name

The position of club name will be accountable to ensure the proper usage of the cash advance. Balance of the cash advance will be deposited back into the university bank account by deadline and proper documentation of receipt will be submitted.

Kindly bank in a total of amount to the account of the treasurer by date to receive money. The bank details are as below:

* Account Holder : Arissa Noordina Bahari
* Account Number : 24951016369
* Bank Name : Hong Leong bank

Requested By, Reviewed By, Approved By,

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Name Anis Nadhirah Yasmin Nicholas Ong Yeau Peng

Position, Club VP of Community, HWUMSA Head of Registry & SSS