




SBC

REQUEST FOR EMPLOYEE'S PAYROLL ADVANCE

EMPLOYEE'S NAME SAJITH SOMAN NAIR		EMPLOYEE NUMBER 9035	DATE 9-Mar-24
DEPARTMENT	LOCATION	DATE OF HIRE	AMOUNT KD 15/-
REASON FOR REQUEST Salary advance for Indian license attestation from Indian Embassy		THE FULL AMOUNT WILL BE DEDUCTED ON THE FIRST PAY PERIOD FOLLOWING PAYROLL ADVANCE	
EMPLOYEE'S SIGNATURE 		APPROVED-ACCOUNTING DEPARTMENT	DATE
APPROVED - DELEGATED AUTHORITY	DATE	CASH RECEIVED BY 	DATE
PROMISSORY NOTE			
ON DEMAND, FOR VALUE RECEIVED, I HEREBY PROMISE TO PAY SBC THE AMOUNT OF <u> KD 15/- </u> NOTICE OF PRESENTMENT FOR PAYMENT, NOTICE OF DISHONOR, NOTICE OF PROTEST, ARE HEREBY WAIVED.			
EMPLOYEE'S SIGNATURE 			

SBC-FI-007(Rev.03/2011)