

**SBC  
REQUEST FOR EMPLOYEE'S PAYROLL ADVANCE**

EMPLOYEE'S NAME <b>SK ABDUL MATLEB</b>		EMPLOYEE NUMBER <b>9006</b>	DATE <b>27-Mar-24</b>
DEPARTMENT	LOCATION	DATE OF HIRE	AMOUNT <b>KD 6/-</b>
REASON FOR REQUEST <b>Salary advance Bank ATM card reactivation</b>		THE FULL AMOUNT WILL BE DEDUCTED ON THE FIRST PAY PERIOD FOLLOWING PAYROLL ADVANCE	
EMPLOYEE'S SIGNATURE <i>Sk Abdul Matleb</i>		APPROVED-ACCOUNTING DEPARTMENT	DATE
APPROVED - DELEGATED AUTHORITY	DATE	CASH RECEIVED BY <i>Sk Abdul Matleb</i>	DATE
<b>PROMISSORY NOTE</b>			
ON DEMAND, FOR VALUE RECEIVED, I HEREBY PROMISE TO PAY SBC THE AMOUNT OF <u>          </u> <b>KD 6/-</b> NOTICE OF PRESENTMENT FOR PAYMENT, NOTICE OF DISHONOR, NOTICE OF PROTEST, ARE HEREBY WAIVED.			
EMPLOYEE'S SIGNATURE <i>Sk Abdul Matleb</i>			