A: PARTICULARS
Name of applicant ...........................................................................................................................................
Designation: .................................................... Check No............................................................
Email: ...........................................................Mobile number: ................................................
Department: ...........................................................................................................................................
Signature of the Applicant:......................................................... Date:.................................

B. DETAILS, QUANTITY AND AMOUNT REQUESTED

<table>
<thead>
<tr>
<th>No.</th>
<th>Purpose/Item</th>
<th>Units Quantity</th>
<th>Amount (TZS)</th>
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</thead>
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<td>3</td>
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<tr>
<td>TOTAL</td>
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</tbody>
</table>

C. ENDORSEMENT/COMMENTS BY HEAD OF DEPARTMENT
......................................................................................................................................................
......................................................................................................................................................VOTE CODE..............................

NAME:.............................................. SIGNATURE:.....................DATE.................

D. DECISION BY DIRECTOR OF FINANCE

The Petty Cash advance is APPROVED/NOT APPROVED
......................................................................................................................................................
......................................................................................................................................................

NAME:.............................................. SIGNATURE:.....................DATE.................
E. IMPORTANT

1. The application must be forwarded through the Head of Department
2. Proper supporting document must be attached to justify the quantity and amounts requested.
3. The Petty Cash MUST be retired within 3 working days from the date when cash was collected, failure to which proportionate deductions from the applicant’s salary will be effected without further notice
4. For purchase of goods, the receipt (Electronic Fiscal Device – EFD) must be accompanied by Goods Receiving Note (GRN)