NIS CASHIER'S WINDOW OPENING HOURS:
MON/WED/FRI (08:00-11:30, 12:30-16:00), TUE/THU (12:30-16:00)
CLOSING HOURS: TUE/THU (08:00-11:30)

Voucher No. (Office Use Only)
_____

REQUEST FORM: Stationery, Purchase and Cash/Cheque Payment

Requested by: _____ **Date:** _____ **Number of Attachment:** _____ **Preferred Payment Date:** _____

	Description	Code (Stationery)	Qty	Unit Cost	Total Cost	Category No. (Budget Head use only)
1						
2						
3						
4						
5						
6						
7						
8						
Grand Total						

Actual Expenses					**(NIS Accounts Office Use Only)**
	Money Returned		**Date**		
	Money Reimbursed		**Signed**		

☐ **Petty Cash (tick appropriate)**

Currency	Preferred Payment Method
CNY	Cash
	Salary Account

☐ **Cheque Payment (tick appropriate)**

Currency		Preferred Payment Method
CNY	**AUD**	T/T (Telegraphic Transfer)
USD	**CAD**	T/C (Transfer Cheque)
GBP	**HKD**	B/D (Bankers Draft)
EUR		Credit Card

CNY	*China Yuan Renminbi*	*AUD*	*Australia Dollars*
USD	*United States Dollars*	*CAD*	*Canada Dollars*
GBP	*United Kingdom Pounds*	*HKD*	*Hong Kong Dollars*
EUR	*Euro*		

Signature of Payee: _____ **Date:** _____

Signature of Cashier / Accountant: _____ **Date:** _____

Approved By: _____ **Budget Head** _____ **Financial Controller**

_____ **Operations & Finance Manager**