

**UNIVERSITY OF THE WEST INDIES**

**MONA**

**REQUEST FOR SALARY ADVANCE**

**NAME:**.....

**DEPARTMENT:**.....

**EMPLOYEE No.:**.....

**POSITION HELD:**.....

**LENGTH OF SERVICE:**.....

**DATE OF LAST ADVANCE:**.....

**AMOUNT OF ADVANCE REQUESTED:**.....

**REASON FOR THE REQUEST:**.....

.....  
**DATE**

.....  
**SIGNATURE**

.....  
**VERIFIED RECOMMENDED FOR  
APPROVAL**

.....  
**SUPERVISOR/PAYROLL SECTION**