

WEVARSITY SACCO LIMITED
P O BOX 873-50100
KAKAMEGA

THE MANAGER

1. REQUEST FOR SALARY ADVANCE

Full NameDate

Applicant's Signature Tel no.

PF/NoAccount No

I wish to apply for Salary In advance of Kshagainst
my salary or any other dues/benefits due to me for the following reasons;
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.....
.....

I do agree to be deducted the Total Amount from my next month's salary.

2. HEAD OF DEPARTMENT'S COMMENT

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.....
.....

Signature/Stamp.....Date

3. TO BE COMPLETED BY LOAN'S OFFICE

Basic Salary

Allowance(s).....

Gross Salary.....

Less Statutory Deductions

Coop.....

Others

Net Pay for the month.....

The Applicant has an outstanding Advance of Ksh.....

Take onduring the year he/she has taken salary
Advance as follows

MANAGERSIGNATURE.....DATE.....