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| **Closing Loan Request Form** |

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| --- | --- | --- | --- | --- |
| **Applicant** |  | | **Date** |  |
| **Safeer no.** |  | | **Entity** |  |
| **Department** |  | | **Sem. / A.Y.** |  |
| **Loan Information** | | | | |
| **Amount of Loan** | |  | | |
| **Purpose of Loan** | |  | | |
| **Breakdown of Loan** | | |  |  |  |  | | --- | --- | --- | --- | | S.R. # | Invoice Description | Invoice Reference | TOTAL | | 1 |  |  |  | | 2 |  |  |  | | 3 |  |  |  | | 4 |  |  |  | | 5 |  |  |  | | 6 |  |  |  | | 7 |  |  |  | | 8 |  |  |  | | 9 |  |  |  | | 10 |  |  |  | | **GRAND TOTAL** | | |  | | | |
| **Details of liquidation** | | | | |
| (Attach receipts and additional documents if necessary) | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Applicant:** |  | **Signature:** |  | **Date:** |  |
|  |  |  |  |  |  |

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| **Approval** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HOD:** | **Ratified: □ Yes**  **□ No** | **Signature:** |  | **Date:** |  |
| **MD:** | **Approved: □ Yes**  **□ No** | **Signature:** |  | **Date:** |  |
| **D - AF:** |  | **Signature:** |  | **Date:** |  |
|  | **Name** |  |  |  |  |
| **HOD – AF:** |  | **Signature:** |  | **Date:** |  |
|  | **Name** |  |  |  |  |
| **ACCS:** |  | **Signature:** |  | **Date:** |  |
|  | **Name** |  |  |  |  |

**ACCS for execution of closing of loan**