|  |
| --- |
| **Closing Loan Request Form** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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:** |  |
|  |  |  |  |  |  |

|  |
| --- |
| **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**