

CASH REQUEST LETTER FOR TREASURY



To
The Treasury Officer

Date : _____

From
The Accountant

No : _____

Sub : Request letter for physical cash Allotment from / Deposit to Treasury Locker.

Dear Sir,

With reference to the subject cited above, you are request to Accept / Allotment Cash :-

1. Accept exceed Cash Amount _____ (_____)

Reasons _____

2. Allotment of Physical Cash Amount _____ (_____)

Reasons _____

Forwarding to approval of Managing Director regarding execution immediately.

3. Denomination :

- | | |
|-----------|---|
| 1. 2000 x | = |
| 2. 500 x | = |
| 3. 200 x | = |
| 4. 100 x | = |
| 5. 50 x | = |
| 6. 20 x | = |
| 7. 10 x | = |
| 8. 5 x | = |
| 9. 2 x | = |
| 10. 1 x | = |

Your Sincerely

(Seal & Signature of Accountant)

Accept / Allotted by

Approved By

(Seal & Signature of Treasurer)

