Form Name – Form title (e.g. HR140 – Leave form)

Examples of commonly used sections:

|  |
| --- |
| Instructions |
| * Who and what this form is used for
* Basic instructions for completing the form.
* When to submit form, deadlines or due dates.
* Extra points or links to help document for further information.
* Where to send the completed form to providing postal and e-mail address.
 |

Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | Position |  |
| Staff No.  |  | Faculty / Area  |  |
| SAP user name  |  | Department |  |
| Contact No. |  | E-mail address |  |

Payment Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Amount field 1 |  | Amount field 2 |  | Amount field 3 |  |
| Amount field 4 |  | Amount field 5 |  | Amount field 6 |  |
| Payout?  | [ ]   | Yes | [ ]   | No | If ‘*Yes’*, amount  |  |

Approved by

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Head of Department |  | Signature |  | Date |  |
| Area Finance Manager |  | Signature |  | Date |  |

|  |
| --- |
| Office use only |
| Date processed |  | Processed by |  |