



جامعة فهد بن سلطان
FAHAD BIN SULTAN UNIVERSITY

BENEFITS POLICY

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|---------------------|-----------|----------------|---------------|
| Form # | AD-103-F4 | Revision # | 01 |
| Accessibility level | A | Effective date | 27-April-2015 |

FURNITURE ALLOWANCE REQUEST FORM

Date: / /

I, the undersigned,, holding the ID Number:, would like to apply for furniture allowance for the academic year: I have read and understood the rules and regulations related to the furniture allowance in the current housing policy at FBSU.

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|----------------------------|--|
| Position: | Department: |
| Join date: | Marital status: <input type="radio"/> Single <input type="radio"/> Married |
| Name and Signature: | Date: |

Notes:

- The furniture allowance depends on the marital status of the applicant, and is set to half the amount of the housing allowance.
- It is paid in two equal installments, the first installment is paid with the housing allowance and the second installment is paid exactly one year later.
- The Housing Department in consultation with the President office reserves the right to either approve the housing allowance or to provide furnished housing.

For Official Use:

| | | |
|--|---|--------------|
| Payroll officer Comments and Recommendations: <input type="radio"/> Approve <input type="radio"/> Reject | Payroll officer Signature: | Date: |
| VP for Administrative Affairs d Decision: <input type="radio"/> Approve <input type="radio"/> Reject | VP for Administrative Affairs Signature: | Date: |

Copies:

1. Finance Department
2. HR Department
3. Employee File



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ملف الموظف