

BENEFITS POLICY

Form #	AD-103-F4	Revision #	01
Accessibility level	A	Effective date	27-April-2021

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.

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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الموارد البشرية
ملف الموظف