

Advance Funding Request

Date of Request: _____

Applicant Information

Applicant Name	_____
Department/Project	_____
Contact Number	_____
Email	_____

Advance Funding Details

Amount Requested	_____
Purpose of Advance	_____
Date Funds Required	_____
Repayment Plan / Expected Settlement Date	_____

Supporting Details / Justification

Approvals

Recommended by	_____
Designation	_____
Date	_____

Applicant's Signature Date: _____
Approver's Signature Date: _____
Finance/Accounts Date: _____

Important Notes:

- All requests must be supported with valid justifications and necessary documentation.
- Incomplete forms may result in delays or rejection of the request.
- Advance funds are to be used strictly for the stated purpose.

- Settlement of advances must be made on or before the expected date; failure to do so may result in disciplinary action.