

Advance Payment Voucher

Date: 2024-07-02
Voucher No.: APV-000123

Project/Department: Marketing
Requested By: Jane Smith
Purpose: Client Event Advance

Payee Name: John Doe
Payment Method: Bank Transfer
Bank/Account No.: 123456789 / XYZ Bank

Advance Payment Details

Description	Reference	Amount (USD)
Venue Booking Advance	INV-4123	600.00
Catering Reservation	QTN-2255	400.00
Total Advance		1,000.00

Remarks

All supporting documents & quotations attached. To be settled within 7 days after the event.

Requested By

Checked By

Approved By

Received By

Important Notes:

- This voucher must be accompanied by valid supporting documents and approvals.
- Advance payments should be settled and accounted for promptly with final bills/receipts.
- Unutilized amounts must be returned immediately upon completion of the designated purpose.
- Any misuse or delay in settlement may result in disciplinary action as per company policy.