

Advance Payment Request Form

Project-Based Funds

Project Name	_____
Project Code / ID	_____
Requestor Name	_____
Department / Team	_____
Date of Request	____ / ____ / _____
Contact Email	_____

Advance Payment Details

Purpose of Advance	_____	
Total Amount Requested	Currency: _____	Amount: _____
Expected Utilization Date	____ / ____ / _____	
Expected Settlement Date	____ / ____ / _____	

Cost Breakdown

Description	Amount
_____	_____
_____	_____
_____	_____
Total	_____

Bank Details (if applicable)

Account Name	_____
Bank Name	_____
Account Number	_____
Bank Branch	_____

Requestor's Signature
Date: ____ / ____ / _____

Department Head

Date: ____ / ____ / ____

Finance/Accounts Approval

Date: ____ / ____ / ____

Important Notes:

- All advances are subject to approval and verification of supporting documents.
- Settlement of advance must be completed with original receipts by the settlement date.
- This form should be submitted before required project activities or procurements commence.
- Misuse or delay in settlement may result in suspension of advance privileges.
- Please attach any relevant quotations, approvals, or additional justifications if necessary.