

# Project Advance Payment Disbursement Document

Project Name	Sample Construction Project	Project Code	PCP-2024-001
Client Name	Acme Industries Ltd.	Date	2024-06-10
Contract Agreement No.	CON-2024-05	Disbursement No.	ADV-001

## Advance Payment Details

Description	Amount (USD)
Total Contract Value	250,000.00
Advance Payment Percentage	10%
Advance Payment Amount	25,000.00

## Bank & Payment Information

Bank Name	Global Bank Corp.
Account Name	Acme Industries Ltd.
Account Number	654321000987
Payment Method	Wire Transfer

## Purpose of Advance

Initial mobilization, procurement of essential materials, and site preparation for the project commencement.

## Attachments

- Signed Contract Agreement
- Advance Payment Invoice
- Bank Guarantee/Insurance (If any)

Prepared By

Name & Role

Approved By

Name & Role

Authorized By

Name & Role

**Important Notes:**

- Advance payments must be supported by a valid contract and, where required, a bank guarantee.
- This document must be approved by authorized personnel prior to any fund disbursement.
- Ensure all provided details and attachments are accurate and up-to-date.
- Advance payments are subject to reconciliation against subsequent project invoices.