

Goods Procurement Advance Payment Document

Document No: GP-2024-0032

Date: 2024-06-19

Procurement Details

Supplier Name: ABC Trading Co. Ltd.
Supplier Address: 789 Market Avenue, Commerce City
Contact Person: Jane Smith
Phone / Email: +1 555-6789 / jane@abctrading.com
Department: Procurement Division
Advance Amount Requested: \$25,000.00

Goods List

| No | Description | Quantity | Unit Price | Total |
|-------------------------|---------------------|----------|------------|-------------|
| 1 | Laptop (Model X100) | 15 units | \$1,200.00 | \$18,000.00 |
| 2 | Wireless Mouse | 20 units | \$25.00 | \$500.00 |
| 3 | Office Chair | 10 units | \$250.00 | \$2,500.00 |
| Subtotal | | | | \$21,000.00 |
| Additional Costs | | | | \$4,000.00 |
| Total Advance Requested | | | | \$25,000.00 |

Purpose of Advance

The requested advance payment is needed to secure procurement of IT equipment and office furniture as per above list. Delivery is expected within 3 weeks after advance is processed.

Prepared By:

Date: _____

Approved By:

Date: _____

Supplier's Acknowledgment:

Date: _____

Important Notes

- Advance payment must be justified with adequate supporting documents, such as quotation and procurement request.
- Settlement of advance must be completed as per company policy within the stipulated period.
- All goods received must be verified and acknowledged by the procurement department.
- Any unused advance amount must be returned immediately after goods receipt and verification.

- Failure to comply with policy may result in disciplinary action.