

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.