

# Internal Transfer Advance Payment Request

Document No.: \_\_\_\_\_

Date: \_\_\_\_\_

Requested By: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Purpose of Advance: \_\_\_\_\_

## Advance Payment Details

Description	Amount (Currency)	Remarks
_____	_____	_____
_____	_____	_____
Total	_____	

Payee/Recipient: \_\_\_\_\_

Payee Bank Details (if applicable): \_\_\_\_\_

## Approval

\_\_\_\_\_  
Requested By

\_\_\_\_\_  
Checked By

\_\_\_\_\_  
Approved By

## Important Notes

- Ensure all information is accurate and supported by valid documentation.
- Advance payment should be reconciled within the stipulated time frame.
- Misuse or failure to account for advances may result in disciplinary action.
- Attach supporting documents such as quotations, approvals, or receipts as necessary.
- Internal transfers should comply with the organization's financial policies and procedures.