

# Internal Transfer Advance Payment Request

Document No.:

Date:

Requested By:

Department/Unit:

Purpose of Advance:

## Advance Payment Details

Description	Amount (Currency)	Remarks
<b>Total</b>		

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.