

Company Name: Example Solutions Ltd.
Document Title: Service Contract Advance Clearance Request
Date: _____

Request Reference Number:
SCACR-2024-_____
Requested By:
[Department Name / Requester's Name]
Contractor / Service Provider:
[Supplier or Service Provider Name]
Service Contract Title/Description:
[Brief Description of the Service Contract]
Contract No.:
[Contract Number]

Advance Requested Details:

Type of Advance	Amount (Currency)	Purpose/Justification	Expected Settlement Date
[Type]	[Amount]	[Purpose or reason for advance]	[Date]

Supporting Documents Attached:

- Copy of signed contract
- Official request letter
- Other relevant documents

Approval Routing:

Department/Approver	Name	Signature	Date
Requesting Department Head			
Finance			
Procurement/Contracting			
Authorized Management			

Requested By

Date: _____
Reviewed By

Date: _____
Approved By

Date: _____

Important Notes:

- Advance payments must comply with company policy and contractual agreements.
- All attached documents should be verified for accuracy before submission.
- Final approval is required before any disbursement of funds.

- Settlement of advances must be completed by the indicated date.