

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.