

Advance Payment Order

APO No.		Date	/ /
Department		Requested By	
Payee Name		Payee Bank Details	
Purpose of Advance			
Amount (in figures)		Amount (in words)	

Details of Advance

Description	Estimated Amount	Remarks

Authorization

Prepared By		Date	/ /
Checked By		Date	/ /
Approved By		Date	/ /

Received By (Payee)

Accounts Department

Important Notes:

- This document should be duly filled, signed, and approved before advance payment is processed.
- All supporting documents and estimates must be attached with this order.
- Advances must be settled within the prescribed period and unutilized amounts should be refunded promptly.
- Non-compliance may lead to disciplinary action as per company policy.