

Simplified Advance Payment Request

Requester Information

Name:

Department:

Date:

Employee/ID Number:

Contact Information:

Advance Payment Details

Amount Requested:

Purpose of Advance:

Expected Date of Use:

Estimated Return/Settlement Date:

Authorization

Approver Name:

Signature:

Date:

Important Notes

- Advance payment requests should include details of intended use and must be approved before disbursal.
- Supporting documentation may be required upon settlement of the advance.
- Unutilized funds should be returned and settled promptly as per company policy.
- Misuse of advances may result in disciplinary action.