

Advance Payment Requisition

Applicant Details

Name	_____
Employee ID / Department	_____
Date	_____
Contact Number	_____

Advance Payment Details

Purpose of Advance	_____ _____
Amount Requested	_____
Date Required	_____
Expected Settlement Date	_____
Remarks / Additional Information	_____ _____

Requested By

Date: _____
Verified By

Date: _____
Approved By

Date: _____

Important Notes

- All advance payment requests must be supported with valid justification and necessary documents.
- Settlement of the advance amount must be completed within the specified timeframe.
- Unauthorized or unapproved advances may result in disciplinary action.
- Ensure that all sections are duly filled and signed before submission.