

# Advance Payment Requisition

## Applicant Details

Name	<hr/>
Employee ID / Department	<hr/>
Date	<hr/>
Contact Number	<hr/>

## Advance Payment Details

Purpose of Advance	<hr/> <hr/>
Amount Requested	<hr/>
Date Required	<hr/>
Expected Settlement Date	<hr/>
Remarks / Additional Information	<hr/> <hr/>

## 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.