

# Salary Advance Request Form

## Employee Information

Full Name:

Employee ID:

Department:

Position:

## Advance Request Details

Date of Request:

Amount Requested:

Purpose/Reason:

Repayment Terms:

## Authorization

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor/Manager  
Signature/Date

\_\_\_\_\_  
HR/Finance Approval  
Signature/Date

## Important Notes

- The salary advance request must be approved by the immediate supervisor/manager and HR or Finance Department.
- Salary advances are subject to company policies and repayment agreements.
- Proper justification and repayment terms must be clearly stated.
- Incomplete forms or missing approvals may result in delays or rejection.
- This document must be treated with confidentiality.

