

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.

