

Supplier Payment Advance Request

Document No.:
SPAR-2024-0012

Date:
2024-06-10

Requested By:
Jane Smith

Department:
Procurement

Supplier Details

Supplier Name:
ABC Industrial Supplies

Contact Person:
Mr. John Doe

Supplier Code:
SUP-0945

Contact Number:
+1 987 654 3210

Advance Payment Details

Total Amount Requested:
\$15,000.00

Purpose / Remarks:
Initial advance for raw material procurement as per Purchase Order PO-2024-88

Expected Settlement Date:
2024-07-01

Related Documents

| Document Type | Reference No. | Date |
|------------------|---------------|------------|
| Purchase Order | PO-2024-88 | 2024-06-08 |
| Invoice (if any) | â€” | â€” |

Approvals

Requested by:
Jane Smith
2024-06-10

Approved by:
Michael Johnson
Manager, Procurement
2024-06-11

Finance Verification:

David Lee
Finance Dept.
2024-06-11

Important Notes

- This request must be supported by a valid purchase order and relevant documents.
- Advance payments are subject to company's finance policies and approval hierarchy.
- Settlement of advance must be completed by the expected settlement date with all supporting invoices and receipts.
- Failure to settle advances in a timely manner may affect future advance requests.