

# 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.