

# Advance Payment Request Form

---

## Company/Organization Name

XYZ Corporation

## Form Reference Number

APF-2023-001

## Date of Request

December 20, 2024

## Requestor Information

**Name of Requestor:** John Doe

**Employee ID:** 12345

**Department:** Finance

### Contact Details:

- Phone: +1-234-567-8901
- Email: john.doe@xyzcorp.com

## Payee Information

**Name of Payee:** Jane Smith

### Contact Details:

- Phone: +1-987-654-3210

- Email: jane.smith@xyzcorp.com

**Bank Details (for Transfer):**

- Account Name: Jane Smith
- Bank Name: ABC Bank
- Account Number: 123456789
- IFSC/Swift Code: ABCD0123456

**Advance Payment Details**

**Amount Requested:** \$5,000

**Currency:** USD

**Reason for Advance Payment:** Purchase of office supplies for Q1 operations.

**Expected Date of Settlement:** January 10, 2025

**Supporting Information**

**Attached Documents:** Purchase Order #PO-2023-789, Vendor Quotation

**Authorization Section**

**Requested By:**

- Name: John Doe
- Signature: \_\_\_\_\_
- Date: December 20, 2024

**Approved By:**

- Name: Emily Carter
- Signature: \_\_\_\_\_
- Date: December 21, 2024

## **Remarks/Comments**

Advance requested to meet urgent operational needs.