

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.