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|  | **ADVANCE PAYMENT REQUISITION** |

|  |  |
| --- | --- |
| Unit: |  |
|  |  |
| Payee\*: |  |

*\*the name of the payee must be the function’s organizer*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Account Name* | *Account Code* | *Invoice No. / Analysis Code* | *Descriptions* |  *Amount (HK$)* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | Total: |  |

|  |  |
| --- | --- |
| Reason for Advance Payment: |  |
|   |  |
| Cheque Collection Date: |  |
| Completion Date of Activity: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Prepared by: |  | Date: |  |
|  |  |  |  |
| Endorsed by: |  | Date: |  |
|  |  |  |  |
| Approved by: |  | Date: |  |
|  |  |  |  |

*Notes:*

1. *This form must be submitted to Finance Office at least ONE week before the expected payment date.*
2. *Advance Payment Clearance (FO-009) must be submitted within TWO weeks after completion of the project or activity.*
3. *Unused cash advance balance must be deposited into the College bank account (****HSBC A/C #848-037594-001****) within ONE week after event completion date. Please send the bank deposit slip to the Finance Office together with the Advance Payment Clearance (FO-009).*
4. *Advance payment in cash must seek prior approval from the Director of Finance under special circumstances and its ceiling is $10,000 per function.*