東華學院
TUNG WAH COLLEGE
SINCE 1870

# 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.*

Form No. FO-008 (Dec 2021)