|  |  |
| --- | --- |
|  | **ADVANCE PAYMENT CLEARANCE** |

|  |  |  |
| --- | --- | --- |
| To : | Finance Office (FO) | PV No. :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| From (Unit): |  | *(To be completed by Finance Office)* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Particulars | Details Stated on  Advance Payment Requisition | | Revised Details (If different from Advance Payment Requisition) | |
| Account Code & Account Name | Amount Advanced  HK$ | Account Code & Account Name | Actual Amount  Incurred  HK$ |
|  |  | (b) |  | (a) |
|  |  |  |  |  |
|  |  |  |  |  |
| Total : | |  |  |  |

|  |  |  |
| --- | --- | --- |
| Actual Amount Incurred | : | (a) |
| Amount Advanced | : | (b) |
| Refundable Amount *(Note 2)* | : | (b) – (a) |
| Reimbursable Amount | : | (a) – (b) |
| (Payee : ) | |

|  |  |  |  |
| --- | --- | --- | --- |
| Prepared by | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Approved by | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | (Head/VP/President) |
| Date | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*Notes:*

1. *This form must be sent to the Finance Office with supporting original debit notes, invoices and receipts within TWO weeks after completion of the project or activity.*
2. *Please deposit any balance of advance payment within TWO weeks after the event date to* ***HSBC A/C #848-037594-001*** *and return the bank deposit slip together to Finance Office.*