

ADVANCE PAYMENT CLEARANCE

To : Finance Office (FO)
From (Unit): _____

PV No. : _____
(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 <i>(Note 2)</i>	:	(b) – (a)
Reimbursable Amount	:	(a) – (b)
(Payee : _____)		

Prepared by : _____

Approved by : _____
(Head/VP/President)

Date : _____

Date : _____

Notes:

- 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.
- 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.