

ADVANCE PAYMENT REQUEST FORM

Date of the Form			
Paying Unit	Financial Affairs Directorate		
Requesting Unit/Department			
Person Submitting the Request Form <small>(It must be filled in by the person who prepares and physically submits the form to the Financial Affairs Directorate.)</small>			
Advance Type	<input type="checkbox"/> Advance Payment for Work	<input type="checkbox"/> Advance Payment for Travel	
Reason for Requesting Advance P			
Is it within the scope of the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Project Code	(TB/OS/EC...)
Advance Payment Settlement Date/...../.....		
Requested Amount of Payment <input type="checkbox"/> TL <input type="checkbox"/> USD <input type="checkbox"/> EURO <input type="checkbox"/> GBP		
APPROVAL OF FINANCIAL AFFAIRS DIRECTORATE			
Aforementioned "Advance Payment Request Form" has been received by the Financial Affairs Directorate on/...../.....			
Outstanding Balance of Advance Payment for Work <input type="checkbox"/> TL <input type="checkbox"/> USD <input type="checkbox"/> EURO <input type="checkbox"/> GBP		
Advance Payment	<input type="checkbox"/> <i>Approved</i>	<input type="checkbox"/> <i>Refused</i>	
Financial Affairs Official:			
Requested by	Approval of the Dean / Director / Manager	Approval of the President	
Signature	Signature	Signature	