Itemized Payment Record Sheet

GENERAL INFORMATION

Record Sheet No.	
Date Issued	
Prepared By	
Department/Project	

PAYEE INFORMATION

Payee Name	
Address	
Contact No.	
Payment Method	

ITEMIZED PAYMENT DETAILS

#	Description	Reference/Invoice No.	Date	Amount	Remarks
1					
2					
			Total		

APPROVAL & VERIFICATION

Prepared By	Verified By	Approved By
Date:	Date:	Date:

IMPORTANT NOTES

- This document should be kept updated for every payment transaction.
- Ensure all supporting documents are attached for each itemized entry.
- Double-check all entries for accuracy before approval and record keeping.
- Maintain this record for audit and reference purposes as required by your organization.
- Signatures are mandatory for preparation, verification, and approval sections.