

Vendor Payment Request

Request Details

Request No.	<div></div>	Date	<div></div>
Prepared By	<div></div>	Department	<div></div>

Vendor Information

Vendor Name	<div></div>		
Vendor Code	<div></div>	Contact No.	<div></div>
Bank Account Name	<div></div>		
Bank Account Number	<div></div>	Bank Name	<div></div>
IFSC/Swift Code	<div></div>	Branch	<div></div>

Payment Details

Invoice No.	Invoice Date	Amount	Description
<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>
Total		<div></div>	

Payment Mode

☐ Cheque

☐ Bank Transfer

☐ Other:

Authorization

Requested By	Reviewed By	Approved By
Signature: Date:	Signature: Date:	Signature: Date:

Important Notes:

- Ensure all vendor details and invoice information are accurate before submission.
- Attach all supporting documents such as invoices, purchase orders and delivery receipts.
- Obtain required approvals before forwarding to the finance team.
- Incomplete or incorrect forms may result in processing delays.
- Retain a copy of this request for your records.