

# Vendor Payment Request

## Request Details

Request No.	_____	Date	_____
Prepared By	_____	Department	_____

## Vendor Information

Vendor Name	_____		
Vendor Code	_____	Contact No.	_____
Bank Account Name	_____		
Bank Account Number	_____	Bank Name	_____
IFSC/Swift Code	_____	Branch	_____

## Payment Details

Invoice No.	Invoice Date	Amount	Description
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Total</b>		_____	

## 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.