

Electronic Payment Request Form

A. Request Details

Date

Request No. Auto-generated or Enter Re

Department

Requested By

Email Address

Contact No.

B. Payment Information

Payee Name

Payee Bank

Bank Account No.

Payment Amount

Currency

Payment Date

Purpose / Remarks Enter reason or details for

C. Approval

Approved By

Approval Date

Designation

D. Important Notes

- All required fields must be completed accurately before submission.
- Supporting documents should be attached where applicable.
- Electronic payment requests are subject to approval as per company policy.
- Ensure payee account details are verified to avoid transfer errors.