

Electronic Payment Request Form

A. Request Details

Date

Request No.

Department

Requested By

Email Address

Contact No.

B. Payment Information

Payee Name

Payee Bank

Bank Account No.

Payment Amount

Currency

Payment Date

Purpose / Remarks

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.