

# Multi-Level Approval Payment Request Form

## Requester Information

Name

Department

Date

Payment Request ID

## Payment Details

Payee Name

Bank Name

Account Number

Amount

Purpose of Payment

## Supporting Documents

Document Type	Description	Attached (Y/N)
Invoice	Supplier invoice attached	
Purchase Order	Reference PO for payment	
Others		

## Approval Routing

1st Level

Name

Designation

Signature

#### 2nd Level

Name

Designation

Signature

#### 3rd Level

Name

Designation

Signature

### Finance Use Only

Processed By

Date

Remarks

### Important Notes

- Ensure all required documents are attached before submission.
- Each approval level must be signed and dated in sequence.
- Incomplete forms or missing approvals may delay payment processing.
- Keep a copy of the completed form for your records.
- Contact Finance if you have any queries regarding this process.