

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.