

# Vendor Payment Internal Request Form

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## Requester Information

Name

Department

Date

## Vendor Details

Vendor Name

Vendor ID (if any)

Vendor Address

## Payment Information

Invoice Number

Invoice Date

Due Date

Payment Amount

Currency

Payment Method



Purpose/Description

Describe the purpose or details of the payment

## Supporting Documents

List of Attached Documents

List invoices, receipts, contracts, etc.

## Approval

Approver Name

Full name

Approver Signature

(Sign or type name)

Date

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## Important Notes

- All required fields must be completed before submission.
- Attach all supporting documents such as invoices, contracts, and receipts.
- Incorrect or incomplete information may delay vendor payment processing.
- Approval from the authorized signatory is mandatory.
- Keep a copy of this form and documents for your records.