

Manual Payment Order Form

Order No.

e.g., MPO-2024-05-001

Date

Department

Payee Information

Payee Name

Bank Name

Account Number

Payment Details

Amount

Currency

USD

Payment Type

Bank Transfer

Description / Purpose

Supporting Documents

Invoice/Reference No.

Attach Documents

List attached files or references

Authorization & Acknowledgement

Requested By

Name

Date

Approved By

Name

Date

Received By

Name

Date

Important Notes

- This form must be completed and submitted with relevant supporting documents.
- Manual payment orders are subject to internal approval workflows prior to disbursement.
- Ensure all fields are accurate and legible to prevent processing delays.
- Unauthorized or incomplete forms may be rejected.
- Retain a copy of the signed form for your records.