

Project Expense Payment Disbursement Template

Project Details

Project Name	_____
Project Code	_____
Department	_____
Prepared By	_____
Date	_____

Payment Disbursement Details

#	Expense Description	Expense Category	Payee	Amount	Remarks
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
Total					_____

Name & Signature (Requestor)

Date: _____

Name & Signature (Approver)

Date: _____

Important Notes

- Ensure all expenses are supported by appropriate documentation (receipts, invoices, etc.).
- Obtain prior approval for all disbursements exceeding internal threshold limits.
- Verify payee information carefully before processing payment.
- Retain a copy of this document for audit and financial record-keeping purposes.
- Incomplete forms may result in processing delays.