

Standard Payment Disbursement Form

Date of Request:

Payee Information

Payee Name:

Address:

Payment Method:

 Bank Transfer ▾

Bank/Cheque Details (if applicable):

Disbursement Details

Description	Account Code	Amount	Notes

Total Amount:

Purpose / Justification

Requested by:

Name & Signature

Date

Approved by:

Name & Signature

Date

Important Notes

- All fields must be completed and supporting documents attached where required.
- Approval is mandatory before payment is processed.
- Ensure the payment purpose is clearly stated and justified.
- Incorrect or incomplete forms may result in delays.
- Keep a copy of this form for your records.