

Contractor Payroll Non-Salary Payment Format

Contractor Name: _____

Project Name: _____

Period Covered: _____

Date: _____

Prepared By: _____

No.	Employee/Worker Name	Position / Trade	Nature of Payment	Amount (USD)	Remarks
1	John Doe	Welder	Overtime	150.00	Weekend work
2	Anna Smith	Electrician	Reimbursement	80.00	Materials purchased
3	Ali Karim	Laborer	Meal Allowance	20.00	On-site work
Total				250.00	

Authorized Signature

Date: _____

Received By

Date: _____

Important Notes:

- This document is used for recording payments to contractors’s employees/workers that are not part of regular salary (e.g. overtime, allowances, reimbursements).
- Ensure all payment details and approvals are accurate and verified before disbursement.
- Retain supporting documents for each non-salary payment entry.
- Obtain necessary signatures to authorize and confirm payment receipt.