

Project-Based Staff Non-Salary Payment Format

Organization/Project Name: _____
Payment Period: _____
Date: _____
Reference Number: _____

1. Staff Information

Name	_____
Position/Role	_____
Department/Unit	_____

2. Payment Details

Description of Task/Activity	Period Covered	Amount (Currency)
_____	_____	_____
_____	_____	_____
Total		_____

3. Purpose/Justification

4. Payee Bank Details

Account Name	_____
Bank Name	_____
Account Number	_____
Bank Branch/Address	_____

Prepared By
Date: _____

Verified By
Date: _____

Approved By
Date: _____

Important Notes:

- This form is intended for payment of non-salary tasks/activities for project-based staff only.
- All tasks/activities must be clearly justified and supported by relevant documentation.
- Ensure that all bank account information is accurate to avoid payment delays.
- Required approvals must be obtained before payment processing.

- Keep a copy of the completed form for your records.