

# 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)
_____	_____	_____
_____	_____	_____
		<b>Total</b> _____

## 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.