

Payment Request Form

Request Number

Date

Department

Requested By

Email

Contact Number

Payee Details

Payee Name

Bank Name

Account Number

Branch

IFSC/SWIFT Code

Payment Details

Description	Invoice/Ref No.	Date	Amount	Currency

Total Amount

Payment Method

Purpose / Reason

Due Date

Attachment(s)

List filenames or reference numbers

Approval

Approved By

Date

Signature

Important Notes

- Ensure all required supporting documents are attached to avoid payment delays.
- Accurate and complete details must be provided; incorrect information may lead to rejection.
- Approval is mandatory before submission to the finance team.
- Retain a copy of this form and all attachments for your records.
- All amounts should be stated clearly and in the correct currency.