

Scanned Copy Submission Format for Payment Request

Submission Details

Submission Date	
Payment Request No.	
Department/Unit	
Submitted By	
Contact Details	

Payment Details

Invoice No.		Date	
Beneficiary Name		Bank Account Number	
IFSC/Bank Code		Amount	

Document Checklist

Sr. No.	Document Description	Attached (Yes/No)
1	Invoice/Payment Bill Copy	
2	Work Completion Certificate/Proof	
3	Bank Details Document	
4	Other Supporting Documents	

Declaration

I hereby declare that the information provided above and all attached documents are accurate and genuine to the best of my knowledge. I request the processing of the payment as per the submitted documents.

Signature		Date	
Name		Designation	

Important Notes

- Ensure all scanned copies are clear, complete, and legible before submission.
- All mandatory supporting documents must be included; incomplete submissions may be rejected.
- The payment request should be routed through the proper authorization channel.
- Original documents should be retained by the requestor for future reference or verification.

- Any falsification of documents will lead to disciplinary action as per company policy.