



REQUEST FOR PAYMENT

Date: DD/MM/YYYY

To: (Name) _____
Director of AD

Through: (Name) _____
Chief Finance Officer

(Name) _____
Chief Human Resources Officer/Procurement Officer

From: (Name) _____
Position _____

Subject: Request for _____

Payment Type:	<input type="checkbox"/> Bank Transfer	<input type="checkbox"/> Cheque																														
Bank Details:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;">Account Name:</td><td></td></tr> <tr><td>Account Number:</td><td></td></tr> <tr><td>Bank Name:</td><td></td></tr> <tr><td>Bank Address:</td><td></td></tr> <tr><td>Swift or IBAN:</td><td></td></tr> </table>		Account Name:		Account Number:		Bank Name:		Bank Address:		Swift or IBAN:																					
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Bank Name:																																
Bank Address:																																
Swift or IBAN:																																
Amount:	USD (in words)																															
Attachments:																																
<input type="checkbox"/> Invoice/Letter	<input type="checkbox"/> Contract (SC/SSA)/MOU/TOR/Agreement/PO	<input type="checkbox"/>																														
<input type="checkbox"/> Payment status	<input type="checkbox"/> Certified deliverables	<input type="checkbox"/>																														
<input type="checkbox"/> Time sheet	<input type="checkbox"/> Fix asset	<input type="checkbox"/>																														
Source of Funds:																																
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>No</th> <th>GL</th> <th>Outcome</th> <th>C. Function</th> <th>Activity</th> <th>Task</th> <th>Fund</th> <th>Division</th> <th>Office</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			No	GL	Outcome	C. Function	Activity	Task	Fund	Division	Office	Remarks	1.										2.									
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1.																																
2.																																
Availability of Funds:																																
<input type="checkbox"/> Yes <input type="checkbox"/> No																																
<u>Remarks:</u>																																