|  |
| --- |
| Invoice Doc\* : |
| Payment Doc\* :  |
| Clearing Doc\* : |



Payment Request Form

Business Unit : \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number : Activity Code \* :

Date : Cost Center \* :

Department :

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Description** | **Amount**  | **Chart of Account\*** |
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|  |  |  |  |
| **Total** |  |  |

Paid To:

Name :

Bank / Branch :

Account No :

Payment Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **Requested by,** | **Approved by,** | **Acknowledged by,** | **Received by,** |
|  |  |  |  |
|  |  |  |  |

# Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| No | **Description** | **Check Mark (√)** | **Explanation** |
| 1. | Budget: |  |  |
|  | - In Budget |  |  |
|  | - Out of Budget \*\* |  |  |
| - Not Budgeted \*\* |  |  |
| 2. | Supporting document / Proposal |  |  |
| 3. | Others |  |  |

\* Filled by F&A

\*\* Refer to budget policy