

Request for payment

Division			
Pay to			
VRN/CRN			
Towards			
Amount in Rs.			
Payment/ cheque date			
Payment / cheque date			
In case of other date, given reason			
Payment from company			
Project			
Type of payment	<input type="radio"/> Advance <input type="radio"/> Part payment <input type="radio"/> Balance payment <input type="radio"/> Full Payment		
Payment mode			
PO/WO no.			
Remarks/ Desc.			
Requested by			
Sign & Date			
Approved by			

Note: 1. Use this note for all requests for payment. 2. Do not use for weekly site payments. 3. Use for all transfers to Cash card or petro card. 4. Request for payment must be made by Thursday for payment to be made on the coming Monday. 5. In case of urgent payment or other dates write justification. 6. VRN/CRN nos to be mentioned in case of payments made to vendors/contractors.

Advance
 Part Payment
 Balance Payment
 Full Payment
 PDC
 Transfer to Cash card/petro card
 Other:

Cheque
 Payorder
 RTGS/NEFT
 Cash
 Online payment
 Payment by Cash card
 Transfer to Cash card
 Transfer to petro card
 Other:

X
