Internal Memo No. 904/33 – Accounts Division Dt. 27.01.2017

Sub.: Request for payment.

* + - 1. A standard form has been made for all divisions for requesting payments by any mode. Pre-printed hard copies are available. Soft copy is uploaded on the staff login page.
			2. Use this form for requesting any payment including:
	1. Payments by Happay card beyond specified limit.
	2. Cash purchases.
	3. Request by accountants to accounts managers for transfer to Happay cards.
	4. Request for transfers to petro card.
		+ 1. Do not use this form for regular weekly vouchers.
			2. Admin is advised to pre-print A5 size forms.

Soham Modi

Request for payment

|  |  |
| --- | --- |
| Division |  |
| Pay to |  |
| Towards |  |
| Amount |  | Payment / cheque date |  |
| Payment from company |  |
| Project |  |
| Type of payment |  Advance Part Payment Balance Payment Full Payment PDC  Transfer Other: |
| Payment mode |  Cheque Payorder RTGS/NEFT Cash Online payment  Payment by Happay card Transfer to Happay card Transfer to petro card Other: |
| Payment to be divided (attach statement) |  Yes No |
| PO/WO no. |  | Requisition no. |  |
| Remarks/ Desc. |  |
|  |
| Requested by: | Approved by: | Sign | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Note: 1. Use this note for all requests for payment. 2. Do not use for weekly site payments. 3. Use for all transfers to Happay or petro card.