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 | | |
|  |  | |  | | |  | | |
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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.