

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:
 - a. Payments by Happay card beyond specified limit.
 - b. Cash purchases.
 - c. Request by accountants to accounts managers for transfer to Happay cards.
 - d. Request for transfers to petro card.
3. Do not use this form for regular weekly vouchers.
4. 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.