|  |  |  |  |
| --- | --- | --- | --- |
| **Company/Organization Name:** |  | **Department:** |  |
| **Requisition Date:** |  |  |  |

**Requestor Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Requestor Name:** |  | | |
| **Job Title:** |  | **Employee ID:** |  |
| **Phone Number:** |  | **Email Address:** |  |

**Payment Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Payment Type** | [ ] One-Time [ ] Recurring | **Payment Amount:** | $[amount] |
| **Currency:** | [X] | **Payment Due Date:** | [Date] |
| **Payment Method:** | [ ] Check [ ] Bank Transfer [ ] Credit Card [ ] Cash | | |
| **Payee Name:** |  | | |
| **Payee Address:** |  | **Payee Phone Number:** |  |
| **Payee Email Address:** | [Email] | **Payee Bank Details:** | (if applicable) |
| **Invoice Number (if applicable)** |  |  |  |

**Payment Justification**

Purpose of Payment: [Provide a brief description of why this payment is being requested, including any relevant project or purchase details.]

Supporting Documents Attached: (Please check all that apply)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Invoice | Purchase Order | Contract | Approval Emails | Other: |

**Approval Process**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reviewer | Title/Position | Date | Signature | Comments |
| [Name] | [Title] | [MM/DD/YYYY] | [Signature] | [Comments] |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Finance Department Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Payment Processed By: |  | | |
| Date Processed: | [Date] | Payment Reference Number: | [XX-XX] |
| Payment Method Used: | [Method] | Account Charged: |  |
| Total Amount Processed: | $[amount] | Processed By: | [Name] |

Acknowledgment

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, certify that the information provided in this Payment Requisition Form is accurate and that the requested payment is necessary for the purpose described.

|  |  |  |  |
| --- | --- | --- | --- |
| Requestor Signature: | Signature | Date: | [Date] |