



PAYMENT REQUEST FORM

Member Claims <input checked="" type="radio"/> (Please click) <input type="radio"/> Petty Cash (<=HKD200) <input type="radio"/> Cheque (>HKD200)	Payment to third party <input checked="" type="radio"/> (Please click) <input type="radio"/> Cheques <input type="radio"/> Bank Draft <input type="radio"/> T/T (Give bank details below)
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Request by (Name)	Payee's Details (if required)
(Sign)	
Date of Request	
Bills / Supporting attached : (Yes / No)	

EXPENSES DETAILS

Date	Particulars	Amount (\$HK)
/ /		
/ /		
/ /		
/ /		
/ /		
/ /		

TOTAL GENERAL EXPENSES

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Approved by (name)	Approved by (sign & date)	Treasurer (sign & date)

Office Use:	<i>Account Code</i>	<i>Date</i>	<i>Cheque No.</i>	<i>Entry No.</i>
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Notes:

- For proper record keeping and external audit purposes, any request for payment **MUST BE** accompanied with a completed and signed Payment Request Form.
- Either physical or electronic approval (I.e. supported by email) is considered adequate for approval purpose;
- Approval authority for an individual item: >= HK\$ 5,000 - The Committee (signed by Chairperson/Vice-chair and Treasurer);
 < HK\$ 5,000 & >= HK\$ 2,000 - The Chairperson or Vice-chair;
 < 2,000 - The Treasurer (signed by the Treasurer).
- Payment request must be supported by official invoice with sufficient purchase & contact details.
- Exception for very small amount, in general, payment request is paid by cheque.
- Cheque is normally issued within two weeks after all approved are sought and verified.
- All payment requests and cheques require TWO signatures (from Chairperson, Vice-Chair and Treasurer).