

Payment Request Form

PART A (To be completed by the applicant)

STATION Nansana DATE 23/10/12  
 APPLICANT'S NAME KUSEMERA C. PAYABLE TO KASSIM  
 AMOUNT (Figures) 200,000  
 AMOUNT (Words) Two hundred thousand shs.  
 PURPOSE FOR REQUEST 10,000 litres of water

APPLICANT'S SIGNATURE Kusemera

PART B (To be completed by the Head of Department)

MONEY IN THE BUDGET YES ☒ NO ☐ ON ACCOUNT your sibling's

CHECKED/RECOMMENDED BY  
 NAME KIBIRIGE TIMOTHY DESIGNATION Social Worker

SIGNATURE [Signature] DATE 23/10/12

AMOUNT RECOMMENDED 200,000 K

PART C (To be completed by the Director or anyone standing in for her/him)

APPROVED BY

NAME KASOZI DANIEL DESIGNATION [Signature]

SIGNATURE [Signature] DATE 23/10/12

AMOUNT APPROVED 200,000

RECEIVED BY

NAME KASSIM SIGNATURE [Signature] DATE 23/10/12

All the necessary accountabilities must be attached to this form after  
 Payments are made e.g. receipts, invoices. (F&A Finance & Administration,  
 PC Project Coordinator, ED Executive Director)