

# Liberty Payment Request Form

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## Company Name

Liberty Enterprises

## Form Reference Number

LPRF-2024-001

## Date of Request

December 20, 2024

## Requestor Information

**Name of Requestor:** Michael Johnson

**Employee ID:** LIB12345

**Department:** Accounts Payable

### Contact Details:

- Phone: +1-345-678-9101
- Email: michael.johnson@liberty.com

## Payee Information

**Name of Payee:** Sarah Thompson

### Contact Details:

- Phone: +1-567-890-1234

- Email: sarah.thompson@vendor.com

**Bank Details (for Transfer):**

- Account Name: Sarah Thompson
- Bank Name: Liberty Bank
- Account Number: 789456123
- IFSC/Swift Code: LIBB012345

**Payment Details**

**Amount Requested:** \$2,500

**Currency:** USD

**Purpose of Payment:** Vendor payment for December 2024 contract services.

**Payment Due Date:** December 22, 2024

**Supporting Information**

**Attached Documents:** Invoice #INV-2024-567, Service Agreement

**Authorization Section**

**Requested By:**

- Name: Michael Johnson
- Signature: \_\_\_\_\_
- Date: December 20, 2024

**Approved By:**

- Name: Elizabeth Carter
- Signature: \_\_\_\_\_
- Date: December 21, 2024

## **Remarks/Comments**

Payment required to ensure timely vendor services continuation.