

# Manual Payment Procedure Guidelines

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Manual Payment Procedure Guidelines

Dear [Recipient Name],

We are implementing a manual payment procedure to ensure smooth processing of payments. Please find below the guidelines to be followed:

1. **Request Submission:** Ensure that all payment requests are submitted via the designated form.
2. **Documentation:** Attach all necessary supporting documentation to the payment request.
3. **Approval Process:** Obtain required approvals from the relevant authorities before submission.
4. **Payment Processing:** Payments will be processed on a weekly basis; submissions must be completed by [Insert Deadline].
5. **Record Keeping:** Maintain a copy of all payment requests and confirmation for your records.

Please ensure adherence to these guidelines to facilitate efficient payment processing. If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]