



Treasury Division – Payroll Section
Ministry of Finance and Treasury
P. O. Box 26
Honiara

CASUAL PAYMENT REQUEST FORM

NOTE: *For any casual payment request, this form must be completed and attached to the Salary/ Wages Authority Form (SA/Form) before forward to Accountant General's office for Approval.*

Reason for Casual Payment:.....
.....
.....
.....

Payroll Officer:..... **Sign:**..... **Date:**.....

TO: Chief Payroll Officer

- Request endorsed
- Request not necessary

Comments:

.....
.....
.....
.....
.....

Sign:Date:.....

TO: Assistant Accountant General –PR&I

- Approve
- Not Approve

Comments:

.....
.....
.....
.....
.....

Sign: Date: