

Standard Payment Request Document

Document No.: PRD-2024-001

Date: 17 June 2024

Requested By:

John Doe

Finance Department

Payee Information:

Acme Supplies Ltd.

Account No: 16824573

Purpose of Payment:

Payment for office supplies as per Invoice INV-4532 dated 12 June 2024.

Description	Invoice No.	Amount
Office Chairs	INV-4532	\$1,200.00
Stationery	INV-4532	\$300.00
Total		\$1,500.00

Requested By:

Name & Signature

Date: _____

Approved By:

Name & Signature

Date: _____

Important Notes:

- Ensure supporting documents (invoice, delivery note) are attached.
- Payment requests must be approved by the authorized signatory.
- Correct details of payee and bank account are mandatory.
- Double-check the total amount before submission.
- This document is for internal use and record keeping only.