

Corporate Payment Authorization Document

Company Name: ABC Corporation Ltd.
Company Address: 123 Finance Avenue, CityTown, Country
Authorization Date: 2024-06-22
Reference No.: PAY-2024-0032

Authorized Payment Details

Payee Name: XYZ Supplies LLC
Payee Bank & Account: Bank of Business, Account No: 453001234567
Payment Amount: USD 15,200.00
Payment Purpose: Office equipment purchase (Invoice #8745)
Payment Method: Bank Transfer
Scheduled Payment Date: 2024-06-25

Authorization

By signing below, the undersigned confirms and authorizes the release of funds as specified above on behalf of **ABC Corporation Ltd.**, in accordance with company policy and applicable financial procedures.

Authorized Signatory 1

Name: Jane Doe

Position: CFO

Authorized Signatory 2

Name: John Smith

Position: CEO

Important Notes

- This document should be completed and signed by designated company officials only.
- Always verify payee details and payment purposes before authorization.
- Retain a copy of the signed document for audit and compliance records.
- Unauthorized or false authorizations may result in disciplinary and/or legal actions.
- Consult your finance and legal departments for special or large transactions.