

Payment Order

Vendor Name	ABC Supplies Co., Ltd.
Vendor Code	VND-00123
Contact	John Doe, +1-123-456-7890
Bank Account	1234567890
Bank Name	Global Bank

Payment Order No	PO-2024-1020
Payment Date	2024-06-30
Prepared By	Jane Smith
Department	Accounts Payable
Reference	INV-2024/067

Payment Details

#	Invoice No	Invoice Date	Description	Amount	Tax (%)	Tax Value	Total
1	INV-2024-045	2024-06-05	Office Stationery	1,200.00	5	60.00	1,260.00
2	INV-2024-054	2024-06-12	Printer Toner	800.00	5	40.00	840.00
3	INV-2024-063	2024-06-19	Desk Chairs	2,500.00	5	125.00	2,625.00

Subtotal	4,500.00
Total Tax	225.00
Grand Total	4,725.00

Important Notes:

- Ensure all vendor and payment details are accurate before processing.
- Attach supporting documents (e.g., invoices, receipts) to the payment order.
- Verify bank account information to avoid payment errors.
- Obtain required approvals from authorized personnel.
- Maintain a record for audit and compliance purposes.