

Payment Order Form

Form No.
POF-2024-001
Date
2024-06-21
Prepared By
John Doe

Vendor Information

Vendor Name	Acme Supplies Ltd.
Vendor ID	VND-34012
Address	78 Market Road, Midtown City, 12345
Bank Account	9876543210 (XYZ Bank, Midtown Branch)
Contact Person	Jane Smith
Email	jane@acmesupplies.com
Phone	+1 234 567 8910

Payment Details

Invoice No.	Date	Description	Amount (USD)
INV-1068	2024-06-15	Office Stationery Supply	1,230.00
INV-1071	2024-06-18	Printer Toner Cartridges	540.00
Total			1,770.00

Payment Instructions

Please transfer the total payment to the vendor's account as listed above within 3 business days. Attach proof of payment upon completion.

Authorization

Prepared By

Name & Signature
Reviewed By

Name & Signature
Approved By

Name & Signature

Important Notes:

- This document serves as formal instruction for vendor payment and should be kept for audit purposes.
- Double-check all vendor and payment details before proceeding with any transfer.
- Authorization from the relevant department heads is required prior to payment.
- Retain a copy of this form along with payment proof for your records.