

Vendor Payment Order

Order No: VPO-2024-1052

Date: 2024-07-01

Prepared by: Ava Morgan

Department: Accounts Payable

Status: Pending Approval

Vendor Information

Name: Apex Supplies Ltd.

Address: 123 Market Road, Midtown City 15002

Contact: John Foster, +1 555-1899

Bank Name: Federal Financial Corp.

Account No: 00124587389

IFSC/SWIFT: FDTC0012996

Payment Details

#	Description	Invoice No.	Invoice Date	Amount (USD)
1	Office Supplies - June 2024	INV-45332	2024-06-28	850.00
2	Printer Toner Boxes	INV-45333	2024-06-29	275.00
				Total 1,125.00

Payment Method

Bank Transfer (NEFT) scheduled upon final approval

Approval

Requestor: Ava Morgan

Signature: _____

Approver: Samuel Lin

Signature: _____

Payment Date: _____

Important Notes

- Ensure all attached invoices are verified and match the payment order.
- Authorization signatures are required before processing payment.
- Vendor banking details must be reviewed for accuracy before transfer.
- Retain this document with payment and invoice records for reference.