

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: FDFC0012996

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.