

Payment Details Record Sheet

Record No: 001245

Prepared By: Jane Smith

Date: 2024-06-10

Department: Finance

Recipient: ABC Supplies Ltd.

Account Ref: ACC-8975

#	Invoice No	Description	Payment Method	Amount	Date Paid	Remarks
1	INV-4932	Office Supplies	Bank Transfer	500.00	2024-06-08	Paid in full
2	INV-4957	Maintenance	Cheque	350.00	2024-06-09	Pending clearance
Total: 850.00						

Important Notes:

- Always verify all payment details and supporting documents before record entry.
- Maintain updated records to ensure audit compliance.
- Access to this document should be restricted to authorized personnel.
- Double-check amounts and dates for accuracy before finalizing the record.