

# 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.