

# Cheque Payment Order

**Document No.:** CPO-2024-001      **Date:** 2024-06-20  
**Supplier Name:** ABC Industrial Supplies Ltd. **Supplier Code:** SUP-0456  
**Bank Name:** Prime National Bank      **Cheque No.:** 0005372

## Payee Details

**Pay**      ABC Industrial Supplies Ltd.  
**Amount**      USD 15,250.00 (Fifteen Thousand Two Hundred Fifty Dollars Only)  
**Payment For** Settlement of Invoice INV-3301 (received on 2024-06-05)

## Invoice Settlement Details

Invoice No.	Invoice Date	Description	Amount
INV-3301	2024-06-05	Supply of Packaging Materials	USD 11,000.00
INV-3322	2024-06-10	Shipping Charges	USD 4,250.00
<b>Total Amount</b>			<b>USD 15,250.00</b>

**Prepared By:** John Smith **Date:** 2024-06-18  
**Checked By:** Susan Lee **Date:** 2024-06-19  
**Approved By:** David Chen **Date:** 2024-06-20

## Important Notes

- This Cheque Payment Order must be accompanied by all supporting invoices and documents.
- Cheque must be signed by the authorized signatory before release to the supplier.
- Alterations or corrections must be countersigned by the approving authority.
- Ensure supplier account and bank details are thoroughly verified before processing.
- Retain a copy of this document for accounting and audit purposes.