

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
Total Amount			USD 15,250.00

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.