

Remittance Payment Order for Supplier Invoices

Reference No: RPO-2024-0001

Date: 2024-06-15

Supplier Name: Acme Supplies Ltd.

Supplier Code: SUP-122

Bank Name: XYZ Bank

Bank Account: 9876543210

Invoice Details

Invoice No.	Invoice Date	Description	Amount
INV-1005	2024-06-01	Office Supplies	1,200.00
INV-1010	2024-06-07	Computer Parts	3,800.00
Total			5,000.00

Payment Method: Bank Transfer

Transfer Date: 2024-06-16

Prepared By: John Doe

Authorized By: Jane Smith

Important Notes:

- This document serves as a record of payment for supplier invoices.
- Please verify all bank and invoice details before processing the payment.
- Attach supporting documents (invoices, receipts) with this remittance order.
- Contact the accounts department immediately if any discrepancies are found.
- This document must be authorized by an approved signatory.