

Standard Supplier Payment Order

Document Number:

PO-2024-00132

Date:

2024-06-20

Supplier Name:

Acme Industrial Supplies Ltd.

Supplier Address:

123 Main Road, Commerce Industrial Park, NY, USA

Payment Method:

Bank Transfer

Account Number:

9876543210

Reference Number:

INV-2024-0045

Prepared By:

Jane Doe

Payment Details

Description	Invoice No.	Due Date	Amount (USD)
Steel Rods - 8mm (250 units)	INV-2024-0098	2024-06-15	2,500.00
Delivery Charges	INV-2024-0098	2024-06-15	150.00
Handling Fee	INV-2024-0098	2024-06-15	50.00
Total Amount Payable			2,700.00

Authorization

Authorized by:

Michael Smith

Date of Approval:

2024-06-20

Important Notes

- This document serves as an official order for payment to the supplier.
- Ensure all invoice and bank details are verified before processing payment.
- Retain this document for audit and financial record-keeping purposes.
- Any discrepancies should be reported immediately to the finance department.
- Payment should be released only after confirmation of goods or services received.