

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.