

Expense Payment Request and Authorization Log

Request No.: EXP-0246

Date: 2024-06-15

Requested By: Jane Doe

Department: Administration

Payee: Office Supplies Co.

Contact: payee@officesupplies.com

Expense Details

Description	Account Code	Date Incurred	Amount (USD)	Remarks
Printer ink & paper	650-01	2024-06-13	120.50	Office supplies replenishment
Staplers & office tools	650-02	2024-06-13	45.00	-

Total Amount Requested: USD 165.50

Payment Method

Type: Bank Transfer

Due Date: 2024-06-18

Bank Account: 123-4567890 (Office Supplies Co.)

Authorization Log

Authorized By	Position	Date	Signature
John Smith	Admin Supervisor	2024-06-15	
Lisa Chan	Finance Manager	2024-06-16	

Important Notes

- Attach all relevant receipts and supporting documents to this request.
- Payment requests over USD 1,000 require additional approval.
- Ensure correct account codes are used for expense classification.
- Incomplete or inaccurate forms may result in processing delays.
- This form must be retained for auditing and record-keeping purposes.