

PAYMENT AUTHORIZATION MEMORANDUM

To: Accounts Payable Department
From: Department of Procurement
Date: June 10, 2024
Reference No.: PAM-2024-0067

Subject: Payment Authorization for Goods/Services

Please process the following payment as detailed below:

Payee Name	ABC Supplies Ltd.
Bank Details	Account No: 123456789 Bank Name: Global Trust Bank IFSC/SWIFT: GTB000123
Invoice Number	INV-45843
Invoice Date	May 30, 2024
Amount (USD)	\$5,250.00
Purpose	Procurement of Office Stationery
Supporting Documents	Invoice, Purchase Order, Delivery Note
Remarks	Reviewed and verified by Procurement Officer.

Prepared By
Name & Signature
Date

Verified By
Name & Signature
Date

Authorized By
Name & Signature
Date

Important Notes:

- Ensure all supporting documents are attached before submitting for approval.
- This memorandum must be signed by the authorized personnel.
- Incomplete forms or missing documents may delay the payment process.
- Retain a copy of this memorandum for record-keeping and future audits.
- For any discrepancies, contact the Procurement or Finance Department promptly.