

Standard Payment Request Document

Document Details

Document Number	PRD-2024-00123
Date	2024-06-25
Reference/Project	Project X Implementation

Payee Information

Payee Name	John Doe Enterprises Ltd.
Bank Name	ABC Bank PLC
Account Number	1234567890
Payment Method	Bank Transfer

Payment Details

Description	Amount
Consulting Fees (June 2024)	\$3,000.00
Travel Reimbursement	\$450.00
Other Approved Expenses	\$120.00
Total	\$3,570.00

Supporting Documents

- Invoice #INV-3341 (attached)
- Travel Receipts (attached)
- Expense Approval Form (attached)

Authorization

Prepared By	Jessica Smith	Date	2024-06-25
Reviewed By	Mike Lee	Date	2024-06-25
Approved By	Susan Miller	Date	2024-06-26

Important Notes

- Ensure all supporting documents are attached before submission.
- Amounts must be verified and approved by respective authorities.

- Incomplete or incorrect forms may delay payment processing.
- Retain a copy of this document for your records.