

# Standard Payment Request Document

## Document Details

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

## Payee Information

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

## Payment Details

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

## Supporting Documents

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

## Authorization

<b>Prepared By</b>	Jessica Smith	<b>Date</b>	2024-06-25
<b>Reviewed By</b>	Mike Lee	<b>Date</b>	2024-06-25
<b>Approved By</b>	Susan Miller	<b>Date</b>	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.