

Official Payment Authorization Document

Document Details

Document No.	PA-2024-0451
Date Issued	2024-07-18
Authorized By	Finance Department

Recipient Details

Name	Jane Smith
Organization	ABC Supplier Ltd.
Bank Account	****5678

Payment Details

Purpose	Invoice #INV32012 - Office Supplies
Amount	\$2,450.00 USD
Payment Method	Bank Transfer
Payment Date	2024-07-23

Authorized Signature

Date: _____

Recipient Acknowledgment

Date: _____

Important Notes:

- This document serves as official authorization for payment and must be approved by an authorized signatory.
- Ensure all recipient details and payment information are accurate before processing.
- Keep a copy of this document for audit and record-keeping purposes.
- Any alterations to the document must be countersigned by the authorized person.
- Unauthorized use of this document may lead to disciplinary or legal action.