

Payment Release Order

Order No.: PRO-2024-0137

Department: Finance

Requested By: Linda Gomez

Date: 2024-06-01

Project/Ref: BLDG-Upgrade-21

Contact: lgomez@company.com

PAYEE DETAILS

| | |
|--------------|---|
| Payee Name | ABC Construction Solutions Ltd. |
| Bank Account | 329101938234 (Big City National Bank) |
| Invoice No. | INV-2024-588 |
| Invoice Date | 2024-05-27 |
| Amount | \$24,500.00 |
| Purpose | Second milestone payment for building renovation (Phase II) |

APPROVAL WORKFLOW

Stage 1: Verification

- Documents & invoice checked
- Matched with contract

By: Monica Reed (Accountant)

Status: Completed

Date: 2024-06-01

Stage 2: Manager Approval

- Reviewed & approved expenditure

By: Daniel Wu (Finance Manager)

Status: Completed

Date: 2024-06-02

Stage 3: Payment Authorization

- Funds authorized for release

By: Hannah Bell (Director)

Status: Pending

Date: --

IMPORTANT NOTES

- Always verify supporting documents and ensure they match contract terms before approval.
- Every approval stage must be completed in sequence and documented.
- This document authorizes only the specified payment and does not replace procurement processes.
- Maintain records of all communication and supporting documents for future audits.
- Unauthorized release of funds may result in disciplinary action.