

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.