

Standard Payment Release Order

Document No: PRO-2024-0021

Date:

2024-06-12

Payee Name

Acme Supplies Ltd.

Payee Address

123 Main Ave, Suite 400, Citytown, 56789

Reference Invoice

INV-220145

Payment Method

Bank Transfer

Bank Name

Bank of Example

Account No.

0123456789

Order Details

Description	Amount	Currency
Office Supplies Delivery	2,500.00	USD
Delivery Charges	150.00	USD
Total	2,650.00	USD

Remarks

Payment to be made upon confirmation of goods received in satisfactory condition as per purchase agreement.

Requested By

Verified By

Approved By

Important Notes:

- This document must be properly authorized before any payment is released.
- Ensure all invoice and banking details are verified for accuracy.
- Retain a copy of this document for audit and record-keeping purposes.
- Any discrepancies should be reported to the finance department immediately.