

# 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
<b>Total</b>	<b>2,650.00</b>	<b>USD</b>

**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.