

# Urgent Payment Approval Request

Document No:

UPAR/2024/0157

Date:

2024-06-22

Requested By:

Anna Lee

Department:

Finance

Payee Name:

XYZ Supplies Ltd.

Bank Account No:

9876543210

Payment Amount:

\$8,500.00

Payment Due:

2024-06-24

Payment Method:

Wire Transfer

Purpose / Description:

Settlement of invoice no. INV-20412 for office equipment delivered in June 2024. Delayed payment will halt further deliveries.

Approver Name:

Michael Carter

Approval Date:

[Pending]

Signature:

Important Notes:

- Urgent payment requests should always be justified and accompanied by supporting documents.
- Ensure all payment details are accurate to avoid transaction delays.
- This document requires approval from the designated authority before any payment is processed.
- Keep a copy of this document for auditing and reference purposes.