

Urgent Treasury Payment Order

Payment Order No.	UTPO-2024-0157
Date	2024-06-12
Department	Finance Department

Requested By	Jane Doe
Designation	Senior Accountant
Contact	jane.doe@company.com

Beneficiary Details

Name	ABC Technologies Ltd.
Bank Name	XYZ International Bank
Account Number	1234567890
Bank Branch	Main City Branch
SWIFT/IFSC	XYZBINBBXXX

Payment Details

Description	Ref. / Invoice #	Amount	Currency
Software Licensing Fee - Q2 2024	INV-9723	10,000.00	USD
Annual Maintenance	INV-9801	2,500.00	USD
Total		12,500.00	USD

Purpose / Justification

Immediate payment required to avoid service discontinuity and ensure uninterrupted access to critical business software solutions as per contract terms.

Approval & Authorization

Authorized By:

Name & Signature

Payment Approved By:

Name & Signature

Date:

Important Notes

- This order should be processed on a priority basis due to urgent business requirements.
- All payment information must be verified before remittance.
- Retain a signed copy for record and audit purposes.
- Notify both the requesting department and beneficiary once the payment is executed.