

Supplier Invoice Payment Disbursement

Document No: SIPD-2024-0001
Date: 2024-06-06
Prepared By: John Doe
Supplier Name: ABC Trading Co.
Supplier Code: SUP-0145
Bank Account: 095-1234567890

Invoice Payment Details

Invoice No.	Invoice Date	Description	Amount	Tax	Total
INV-2024-1523	2024-05-18	Office Supplies Purchase	2,000.00	100.00	2,100.00
INV-2024-1608	2024-05-25	Computer Accessories	1,500.00	75.00	1,575.00
Grand Total					3,675.00

Payment Method: Bank Transfer
Disbursement Date: 2024-06-07
Currency: USD
Remarks: Payment of May 2024 Invoices

Prepared By:

Date:

Approved By:

Date:

Received By (Supplier):

Date:

- Ensure all invoice details and payment information are correct before disbursement.
- Obtain proper approvals and signatures from authorized personnel.
- Attach copies of related invoices and supporting documents.
- Retain this document for accounting and audit purposes.
- Check bank account details with the supplier for accuracy before transferring funds.