

# 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.