

Supplier Payment Reimbursement Receipt

Document No.
SPRR-2024-045

Date
2024-06-07

Supplier Name
ABC Supplies Inc.

Supplier ID
SUP-0382

Address
123 Market St., Cityville, Country

Contact
John Smith, +123 456 7890

Reimbursement Details

Description	Invoice No.	Invoice Date	Amount	Remarks
Office Supplies Purchase	INV-12354	2024-05-27	\$520.00	Staplers, Paper, Clips
Express Courier Charges	INV-12379	2024-06-01	\$135.00	Document Delivery
Total: \$655.00				

Payment Method
Bank Transfer

Date of Payment
2024-06-07

Authorized By

Supplier Signature / Stamp

- This receipt acknowledges full reimbursement against submitted invoices and related supporting documents.
- Ensure that all supporting invoices and receipts are attached with this form.
- Payment details must be reviewed and verified before authorization.
- Keep a copy of this receipt for both the supplier and company records.