[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Payment Approval Sheet

Releasing payments only with approval: invoice details, amount, budget code, and authorising signature in one place.

Document: Payment Approval Sheet **Version:** 2.0
Prepared by: _____ **Owner:** _____
Date: _____ **Review date:** _____

Invoice details
Payee: _____
Invoice number: _____ **Invoice date:** _____
Description of goods / services: _____
Payment due date: _____

Amount and budget code
Invoice amount: _____ **Tax:** _____
Total payable: _____ **Budget code:** _____
Cost centre: _____ **Already paid against this invoice:** _____

Supporting documents
[ ] **Invoice (original)** - Checked by: _____
[ ] **Purchase order** - Checked by: _____
[ ] **Goods received note / delivery note** - Checked by: _____
[ ] **Contract or agreement** - Checked by: _____
[ ] _____ Checked by: _____
[ ] _____ Checked by: _____

Approval signatures
Prepared by: _____ **Checked by:** _____
Approved by: _____ **Approver signature and date:** _____
Second approver (if over the limit): _____ **Approval limit applied:** _____

Payment details
Payment method: _____ **Paid on:** _____
Bank reference: _____ **Paid by:** _____
Payee confirmation received: _____

Checklist
[ ] The invoice matches the purchase order and the goods received note.
[ ] Amounts, tax, and budget code are verified before approval.
[ ] Payment is made only after approval, and the bank reference is recorded here.