[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. Add or remove table rows to fit your needs. 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
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	2.0
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**

Invoice details

Payee	**[Payee]**
Invoice number	
Invoice date	**[Invoice date]**
Description of goods / services	
Payment due date	**[Payment due date]**

Amount and budget code

Invoice amount	
Tax	
Total payable	
Budget code	
Cost centre	
Already paid against this invoice	

[Company name]

Supporting documents

Attached	Document	Checked by
	Invoice (original)	
	Purchase order	
	Goods received note / delivery note	
	Contract or agreement	

Approval signatures

Prepared by	
Checked by	**[Finance contact]**
Approved by	**[Approver name]**
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	

[Company name]

Checklist

Done	Check
	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.