Ashford Business Services Ltd

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	**Sarah Mitchell, Office Manager**
Owner	**David Okafor, Finance Manager**
Version	2.0
Date	**9 November 2026**
Review date	**9 November 2026**

Invoice details

Payee	**£45.00**
Invoice number	
Invoice date	**9 November 2026**
Description of goods / services	
Payment due date	**23 November 2026**

Amount and budget code

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

Ashford Business Services Ltd

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	**Emma Clarke**
Approver signature and date	
Second approver (if over the limit)	
Approval limit applied	

Payment details

Payment method	
Paid on	
Bank reference	

Ashford Business Services Ltd

Paid by	
Payee confirmation received	

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.