

Purchase Authorization

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| **Purchasing Department** | **In Charge** | **Manager** | **Director** |
|  |  |  |
|  | **Finance Department** | **Monitor** | **Director** |
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| **PURCHASE DEPT** |  | **REQUESTOR** |  |
| **BATCH NUMBER** |  | **INVOICE NUMBER** |  |
| **PO NUMBER** |  | **SUPPLIER INVOICE NUMBER** |  |
| **INVOICE DATE** |  | **EXCHANGE RATE** |  |
|  |  | **EXCHANGE RATE DATE** |  |

|  |  |
| --- | --- |
| **BENEFICIARY** |  |
| **DESCRIPTION** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PAYMENT INFORMATION** | | | | | | | | |
| **SEQ** | **DESCRIPTION** | **CURRENCY** | **Q'TY** | **UNIT PRICE** | **SUB TOTAL** | **IVA** | | **TOTAL** |
| **RATE** | **AMOUNT** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | | | | | | **Sub Total** | |  |
| **IVA** | |  |
| **TOTAL** | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACCOUNTING INFORMATION** | | | | | | |
| ***DR***  ***/CR*** | **COST CENTER** | **ACCOUNT** | **SUB ACCOUNT** | **DESCRIPTION** | **AMOUNT(Foreign currency)** | **AMOUNT(MXN)** |
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| **BANK INFORMATION** | | | |
| **PAYMENT DATE** |  | **BANK** |  |
| **BRANCH NUMBER** |  | **ACCOUNT** |  |
| **COUNTRY** | MXN | **REFERENCE(CLABE/SWIFT)** |  |

※ **ABA number is not used for payment**

AREA FOR FINANCE DEPARTMENT

Payment Authorization

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| **Finance Department** | **In Charge** | **Manager** | **Director** |
|  |  |  |

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**PAYMENT CONDITION**

|  |  |  |  |
| --- | --- | --- | --- |
| **TYPE** |  | **INVOICE NUMBER** |  |
| **PAYMENT METHOD** |  | **PAYMENT DATE** |  |

**NOTE:**