



Purchase Authorization

구매 승인

Purchasing Department	In Charge	Manager	Director
	Finance Department	Monitor	Director

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)

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

지급 승인

Finance Department	In Charge	Manager	Director

PAYMENT CONDITION

TYPE		INVOICE NUMBER	
PAYMENT METHOD		PAYMENT DATE	

NOTE: